Part Time Recruiting and Hiring Procedure

Procedure Purpose

The purpose of this procedure is to establish guidelines for the recruitment and hiring of part-time employees.

Procedure Statement

It is the procedure of Farmingdale State College that all part time professional vacancies, aside from adjunct faculty, be approved through a formal requisition process. While searches are not required, it is considered best practice and encouraged when possible. Department managers are responsible for offering the position.

Initiate Authorization

For all part-time professional vacancies (excluding adjunct faculty), a **Part-Time (PT) Appointment Authorization Form** must be initiated through **Interview Exchange** before hiring or rehiring.
* *New users of Interview Exchange (Forms Module) should email hr@farmingdale.edu for system access.*

Review Instructions

Hiring departments should follow the **Hirezon/Interview Exchange instructions** to initiate the PT Appointment Authorization Form for each vacancy.

Task 1: Request to Fill (RTF)
- Identifies the position, appointment, and employee (if known).
- If the position is new and requires posting, complete the **Job Details** section along with the RTF. This will trigger the job posting on our website.
- **All part-time professional vacancies must be posted online for candidates to apply.**

Task 2: Appointment Notice
- Identifies the person and employment details, including salary and schedule.
- *For new hires, completing Task 2 initiates the onboarding process.*

Interview & Offer

- After interviews, the department will make the job offer to the applicant.
- **All new hires must complete onboarding**, including background check and new hire paperwork, before starting.
    - If the candidate was previously employed at Farmingdale, they are required to complete new hire paperwork/onboarding if they have been separated from the college for 1 year or more.
- Hiring managers will receive an email from HR confirming background clearance and onboarding completion once the I-9 is finalized.
    No employee may begin work on campus without HR clearance.

Rehire Process

- Repeat Task 1 and Task 2.
- The **Job Details** section is not required if the employee is returning.

Responsible Office
Human Resources

Policy History
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