MISSISSIPPI DELTA
COMMUNITY COLLEGE

Mississippi Delta Community College Official Hiring Process Checklist

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1. Pre-Posting Phase

- ☐ Obtain permission from the President to initiate the hiring process.
- ☐ Hiring Chair submits the proposed Interview Committee for approval.
- ☐ President reviews and either approves or denies the Interview Committee.
- ☐ If approved, the President notifies the Human Resources Director.

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2. Job Posting

- ☐ Human Resources posts the job **internally for 7 calendar days**.
- ☐ Human Resources posts the job **externally for 15 calendar days**.
- ☐ Position remains open until the designated application deadline.

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3. Application Distribution

- ☐ Upon closing of the job posting, Human Resources sends all applications to the Hiring Chair.
- ☐ Hiring Chair requests Human Resources to distribute applications to the approved Interview Committee members.

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4. Interview Committee Setup

- ☐ Ensure the Interview Committee includes **at least 5 members**.
- ☐ Ensure the Interview Committee includes a **maximum of 7 members**.
- ☐ Confirm the Interview Committee has an **odd number of members**.
- ☐ Hiring Chair schedules interviews with eligible candidates.

5. Interview & Evaluation

- ☐ Each committee member signs the **Committee Release Form**.
- ☐ Each committee member completes a **Qualifications Checklist** for each applicant.
- ☐ Each committee member completes a **Tally Sheet** for each applicant.
- ☐ Each committee member completes an **Employment Analysis Form** for each applicant.
- ☐ Each applicant must submit a copy of required identification, such as a **driver's license**, **Social Security card**, **valid visa**, or **passport**.
- ☐ All evaluation forms must be completed, including for candidates who did not attend or participate in the interview process.

6. Post-Interview Recommendation

The Hiring Chair compiles and submits a comprehensive hiring packet to the Office of Human Resources, including:

- ☐ **Request to Hire Form** (formal recommendation)
- ☐ **Employment Reference Form(s)**
- ☐ **Printed Application** of the selected candidate
- ☐ **Job Description (NOT NOTICE OF VACANCY)**
- ☐ **Candidate Résumé**
- ☐ **Transcripts**, **certifications**, or **licenses** (if applicable)

7. Final Approval

- ☐ Submit the completed hiring packet to the **HR Director**.
- ☐ Upon review, the HR Director forwards the packet to the **President**.
- ☐ President issues the final **approval or denial** of the hiring recommendation.