

## Process of Hiring Adjunct Faculty

- Coordinator completes the fillable PDF Discovery Questionnaire Form posted on the Team Member link or Blackboard
- Return completed form to HR with your signature
- HR posts the opening on HR PeopleAdmin page (which also is linked to Indeed.com). Job will need to be approved within PeopleAdmin by Dean and then HR before posting goes live.
- The DA, Coordinator and Dean will all be given access to that particular job on PeopleAdmin in order to view applicants. <https://jobs.lc.edu/hr/>
- Coordinator and/or Dean interview applicants and Coordinator emails the Dean with the hiring selection.
- Dean verifies credentials through PeopleAdmin, approves hire and sends email to DA & Coordinator to proceed with new hire/rehire.
- DA forwards this approval to HR and provides HR the new hire contact information (phone number and email address). DA must also notify HR if the candidate applied through PeopleAdmin and what specific posting they applied for.
- HR emails the new hire and DA the “LCCC Adjunct Employment packet” email.
- *New hire responsibility:* New hire must complete the DocuSign packet, contact the Family Health Clinic to schedule their drug test, and also contact HR to schedule the completion of the Form I-9.
- HR orders a background check for new hire once the DocuSign packet is received completed.
- Once new hire has completed all steps and HR receives favorable background and drug results and completion of Form I9, HR sends the new hire information to Finance and they will process them in Colleague.
- Once Finance completes set-up, HR emails Service Desk and DA to communicate new hire is officially approved to begin work.
- Service desk will notify DA of the credentials for the new hire. DA will connect with new hire to communicate this info. When the position needs to be closed, the DA can contact HR to request the position posting be filled or closed. Same for when you choose to have it open.

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### HELPFUL HINTS:

- Check PeopleAdmin often for both new applicants and uploaded documents from those hired.
- You can create an open position posting prior to needing the position filled. Then you simply request for HR to open (or close) the position to new applications once there is need to fill and update with any new dates or qualifications.
- LC no longer uses the adjunct hiring packet to onboard adjuncts. Always contact HR if you have an adjunct to hire or rehire. HR will send onboarding documents via DocuSign to the requested new hire/rehire.