Hiring a College Assistant

IF YOU ***DO*** HAVE A CANDIDATE TO FILL THE POSITION

1. Department Chair/Manager prepares a BRC request and submits to their Dean.
2. Once approved, Dean/Department Head will submit all area's requests to Provost's Office.
3. Provost's Office will assign a BRC #.
4. Budget Office will assign the HCM #.
5. BRC disposition will be communicated to the Dean/Division Head by the Provost's Office.
6. Department will hire candidate.
7. Department will provide candidate's contact information to HR.
8. HR will contact the candidate with direction on completing hiring package and scheduling an appointment for onboarding.
9. Department initiates the ePAF.
10. Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc. when the candidate reports for work.

IF YOU ***DO NOT*** HAVE A CANDIDATE TO FILL THE POSITION

1. Department Chair/Manager prepares a BRC request and submits to their Dean.
2. Once approved, Dean/Department Head will submit all area's requests to Provost's Office.
3. Provost's Office will assign a BRC #.
4. Budget Office will assign the HCM #.
5. BRC disposition will be communicated to the Dean/Division Head by the Provost's Office.
6. If there are no candidates identified, Department will contact HR Recruiter and QC Career Center for candidate recommendations.
7. Department will offer the candidate the position.
8. Department will provide HR with the candidate's contact information.
9. HR will contact the candidate with direction on completing hiring package and scheduling an appointment for onboarding.
10. Department will initiate the ePAF.
11. Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc. when the candidate reports for work.