**This How-To describes the hiring process for classified temporary staff. Temporary classified employees fulfill a number of clerical/secretarial and paraprofessional positions. Per our usual longstanding practice, temporary classified employees may be hired without a hiring committee process. The process will vary depending on whether there are minimum qualifications. This How-To is divided into two parts:**

1. **Internal Posting**: Many new hires learn about a job opening by way of word of mouth/employee referrals. These new hires that have never worked at Los Rios before or are being hired for a different position than previously employed in will need to complete an application by applying to the generic pool #C01257P using an internal link that the hiring supervisor will email them (see Section I below). There are two options for hiring:
   1. Option 1: Position has MQs
   2. Option 2: Position does not have MQs.
2. **External Posting**: If a hire is not able to be located by word of mouth/employee referral and a pool needs to be established because there are no available staff to fill a position, campuses may request that HR Recruitment open a posting for a specific position with a limited timeframe (typically 10 working days) per our usual longstanding practice (see Section II below).

**SECTION I: INTERNAL POSTING/NO EXTERNAL ADVERTISING**

1. **HIRING SUPERVISOR INSTRUCTS APPLICANT TO SUBMIT APPLICATION**

When temporary classified pools are closed to the public on the LRCCD jobs website (such as is the case under COVID19 remote operations), prospective applicants will be directed to an internal link to complete an application. Any new/additional hires that depart from a pre-approved hire list will need be communicated to Human Resources via [HR@losrios.edu](mailto:HR@losrios.edu) and await approval from HR Associate Vice Chancellor (AVC).

**Option 1: For a temporary position with minimum qualifications, hiring supervisor sends the following email instructions directing applicants to the internal job posting link (it is not advertised on the external Applicant Portal website):**

Dear Applicant:

Thank you for your interest in the following position at Los Rios Community College District: [Temporary \_name of position\_]

In order to be hired, you are required to complete a Los Rios Community College District, Classified Application. Please review the job description and provide details of your work experience and education; attach the appropriate required documents so that we may determine if you meet the minimum qualifications. Job Descriptions are available at <https://employees.losrios.edu/employee-groups/temporary-employees/temporary-employee-job-descriptions-and-safety-analyses>.

**What to do:**

1. Open the application link to the “Temporary Classified Position Pool” by
   1. [clicking here](http://jobs.losrios.edu/postings/14427) or
   2. pasting this link in your browser: <http://jobs.losrios.edu/postings/14427>.

NOTE: If you cannot access the link above, please try another browser.

1. Review the job posting.
2. Click on “Apply to this position” in the upper right-hand corner.
3. Complete the Classified Application.
4. Submit the application. You will receive an email response with a confirmation number (confirming completion of the application).
5. Notify your hiring supervisor that you have submitted your application.

**Application questions?** Email Recruitment Office at [HR@losrios.edu](mailto:HR@losrios.edu) or call 916-568-3112.

**Job questions?** Email me using the contact information below.

Thank you,

[Hiring Supervisor Name and Contact Info.]

**Option 2: For a temporary position without minimum qualifications (i.e., Special Projects), hiring supervisor sends the following email instructions directing applicants to the internal job posting link (it is not advertised on the external Applicant Portal website):**

Dear Applicant:

Thank you for your interest in the following position at Los Rios Community College District: [Temporary \_name of position\_]

In order to be hired, you are required to complete a Los Rios Community College District, Classified Application. Please provide details of your work experience and education, and attach the appropriate required documents.

**What to do:**

1. Open the application link to the “Temporary Classified Position Pool” by
   1. [clicking here](http://jobs.losrios.edu/postings/14427) or
   2. pasting this link in your browser: <http://jobs.losrios.edu/postings/14427>.

NOTE: If you cannot access the link above, please try another browser.

1. Review the job posting.
2. Click on “Apply to this position” in the upper right-hand corner.
3. Complete the Classified Application.
4. Submit the application. You will receive an email response with a confirmation number (confirming completion of the application).
5. Notify your hiring supervisor that you have submitted your application.

**Application questions?** Email Recruitment Office at [HR@losrios.edu](mailto:HR@losrios.edu) or call 916-568-3112.

**Job questions?** Email me using the contact information below.

Thank you,

[Hiring Supervisor Name and Contact Info.]

**Confidential:** The following directions provide user access to review ALL applications in the pool and should only be shared with Hiring Supervisors.

1. **HIRING SUPERVISOR REQUESTS & ACCESSES UPDATED TEMP CLASSIFIED POOL**

Requestor emails HR Recruitment at [HR@losrios.edu](mailto:HR@losrios.edu) the following request:

*I would like to review the Temporary Classified Position Pool, Posting #C01257P, for the specific application(s) of [name of applicant(s)]. Please notify me when it/they are ready for me to review.*

1. HR Recruitment staff:
   1. removes any confidential attachments
   2. removes P-881 (Report of Arrests which Led to Convictions for Crime)
   3. sends P-881 to HR Reviewer to determine if candidate can go forward
   4. conducts the Quality Control (making sure all necessary documents are attached, such as typing certificates or transcripts)
   5. changes workflow status for new application(s) to *Under Review by Department*.
2. HR notifies requestor that application(s) is ready to review.
3. Upon confirmation from Recruitment that the application(s) is ready for review, Requestor will:
4. Login to PeopleAdmin - [jobs.losrios.edu/hr](file:///\\\\do-data.lrccd.ad.losrios.edu\\humres\\CLASSIF\\jobs.losrios.edu\\hr) (NO “www”) and view the Temporary Classified Position Pool using:  
   **Username:   
   Password:**  **Username and Password provided to hiring managers upon request from their VPAs.**
5. View application(s) –
   * 1. For accurate and ideal viewing of application(s), use Mozilla Firefox or Google Chrome. While Internet Explorer may be used, this browser allows a glitch to take place when downloading applications (words may appear in duplicate when they were only typed in once by the applicant).
     2. Locate the application - click on the “Applicants” tab. You can search by applicant name (or type last name in the “Search” field.
     3. When you locate the applicant, click the box to the left of Applicant’s Last Name. Then click on the orange “Actions” box in upper right.
     4. Select Actions > Download Applications as PDF.
     5. Select Applications and All Documents.
     6. Select Submit.
6. Review downloaded documents to ensure the applicant meets minimum qualifications, which may include education AND experience, as described on the job description or posting. It is the responsibility of the hiring supervisor to ensure that the employee being hired is appropriately hired into an appropriate job classification that matches their job duties. The hiring supervisor also must ensure submitted application/attachments give evidence that the employee meets the minimum qualifications for the hired position as noted on the appropriate job description or salary schedule. (Job Descriptions are available at <https://employees.losrios.edu/employee-groups/temporary-employees/temporary-employee-job-descriptions-and-safety-analyses>).
   * 1. **Experience Requirement (**Calculating full-time employment: One year of experience is equal to 12 months of experience at a maximum of 40 hours per week [e.g., 20 hours per week for 12 months equals 6 months experience; 60 hours per week for 12 months (maximum 40 hours per week accepted) equals 12 months experience].
     2. **Education Requirement**: 15 semester units are equal to six months of education and 30 semester units are equal to one year of education.
7. If the applicant meets minimum qualifications, choose FILE and SAVE AS (this saves as a PDF). Make sure to include the application and accompanying documents (electronically) with the New Hire Intent to Employ. Note that the Intent to Employ specifies that supervisors are to confirm MQs before the employee’s start date.

For more information about hiring temporary classified employees, see <https://employees.losrios.edu/human-resources-and-benefits/hiring-resources/hiring-temporary-classified-employees>

**SECTION II: EXTERNAL POSTING: UPDATE TEMP CLASSIFIED POSITION POOL & ADVERTISE**

If a hire is not able to be located by word of mouth/employee referral and a pool needs to be established because there are no available staff to fill a position, campuses may request that HR Recruitment open a posting for a specific position with a limited timeframe (typically 10 working days).

1. Campus determines the specific position (Job Title) that will be advertised externally for 10 business days.
2. Department requests permission from the campus VPA’s office to open a new temporary classified position and provides the following details:
   1. Department to be displayed on the posting, desired work schedule, work hours, contact phone number, and department email address.
   2. Whether or not to include the department contact name/phone number on the job posting.
3. VPA’s office will approve and/or decline request. VPA’s approval email should clearly show VPA’s name/date of approval.
4. VPAs’ office will send the approval via email to [HR@losrios.edu](mailto:HR@losrios.edu) with the following:

*I would like to request that a specific Temporary Classified Position Pool [provide the job title] be advertised externally for 10 days because there are no available staff to fill this position.*

1. HR Recruitment emails AVC to approve external posting.
2. After receiving approval from AVC, HR creates the job posting (P102 in PeopleAdmin) and posts it externally for 10 working days.
3. If this was one of the pools that was recently closed, it will be posted with a new posting number and past applicants will be invited to apply.
4. HR notifies campus that position has been posted and provide closing date.
5. Fiscal does not need to approve the P102 Temporary job posting. It is only needed so the applicants have a position to which to apply.