

SUNY COBLESKILL HIRING AND PAPERWORK PROCESS CHART

START HERE. What type of employee do you want to hire or action do you want to complete?	IF...	THEN...
FACULTY AND ADJUNCT FACULTY	...you are hiring a full time faculty member...	<ol style="list-style-type: none"> 1. Complete a "Request to Fill a Vacant Position" requisition in Interview Exchange. <u>Attach</u> a completed "Interview Exchange Information" form to the "Request to Fill a Vacant Position" requisition. You can find the "Interview Exchange Information" form on the "Interview Exchange Information" page at www.cobleskill.edu/hr. This will get your position approved <u>and</u> posted. 2. After you have identified a candidate to hire, complete the "Hire Justification and Appointment Form" in Interview Exchange.
	...you are hiring an adjunct faculty member AND YOU DO have a candidate already identified...	<ol style="list-style-type: none"> 1. You <u>do not</u> need to complete a "Request to Fill a Vacant Position" requisition or an "Interview Exchange Information" form. 2. After you have identified a candidate to hire, complete the "Adjunct Faculty Teaching Contract" in Interview Exchange. Send HR a copy of the final candidate's resume.
	...you are hiring an adjunct faculty member AND YOU DO NOT have a candidate already identified...	<ol style="list-style-type: none"> 1. You <u>do not</u> have to complete a "Request to Fill a Vacant Position" requisition form. 2. Complete the "Interview Exchange Information" form. Send the completed form to HR. You can find the "Interview Exchange Information" form on the "Interview Exchange Information" page at www.cobleskill.edu/hr. This will get your position posted. 3. After you have identified a candidate to hire, complete an "Adjunct Faculty Teaching Contract" in Interview Exchange. Send HR a copy of the final candidate's resume.
	...you are renewing a current adjunct for the upcoming semester...	<ol style="list-style-type: none"> 1. You <u>do not</u> have to complete a "Request to Fill a Vacant Position" requisition. 2. After you have identified the candidate to renew, complete a new "Adjunct Faculty Teaching Contract" in Interview Exchange.
PROFESSIONAL / MANGEMENT CONFIDENTIAL	...you are hiring a full time or part time Professional or MC employee...	<ol style="list-style-type: none"> 1. Complete a "Request to Fill A Vacant Position" requisition in Interview Exchange. <u>Attach</u> a completed "Interview Exchange Information" form to the "Request to Fill A Vacant Position" requisition. You can find the "Interview Exchange Information" form on the "Interview Exchange Information" page at www.cobleskill.edu/hr. This will get your position approved <u>and</u> posted. 2. After you have identified a candidate to hire, complete the "Hire Justification and Appointment Form" in Interview Exchange.

<p>PROFESSIONAL / MANGEMENT CONFIDENTIAL</p>	<p>...you are hiring a temporary service professional AND YOU DO have a candidate already identified...</p>	<p>1. You <u>do not</u> have to complete a “Request to Fill A Vacant Position” requisition or an “Interview Exchange Information” form.</p> <p>2. Complete a “Request for Temporary Service” requisition in Interview Exchange. Send HR a copy of the final candidate’s resume for documentation.</p>
<p>PROFESSIONAL / MANGEMENT CONFIDENTIAL</p>	<p>...you are hiring a temporary professional AND YOU DO NOT have a candidate already identified...</p>	<p>1. You <u>do not</u> have to complete a “Request to Fill A Vacant Position” requisition form.</p> <p>2. Complete the “Interview Exchange Information” form. Send the completed form to HR. You can find the “Interview Exchange Information” form on the “Interview Exchange Information” page at www.cobleskill.edu/hr. This will get your position posted.</p> <p>3. After you have identified a candidate to hire, complete a “Request for Temporary Service” form in Interview Exchange.</p>
	<p>...you are renewing contracts for returning professional employees who are in temporary service (not adjuncts)...</p>	<p>1. Complete a “Requisition for Temporary Service” in Interview Exchange.</p> <p>*Please be mindful of contract dates and breaks in service when renewing a contract. Contract dates and breaks of service can have major implications on benefits eligibility. If you have questions regarding the contract dates and how they affect benefits eligibility, please contact Human Resources.</p>
<p>CLASSIFIED SERVICE / PBA EMPLOYEES</p>	<p>...you are hiring a full time or part time classified services or PBA employee...</p>	<p>1. Complete a “Request to Fill A Vacant Position” requisition in Interview Exchange. <u>Attach</u> a completed “Interview Exchange Information” form to the “Request to Fill A Vacant Position” requisition. You can find the “Interview Exchange Information” form on the “Interview Exchange Information” page at www.cobleskill.edu/hr. This will get your position posted.</p> <p>2. After you have identified a candidate to hire, complete the “Hire Justification and Appointment Form” in Interview Exchange.</p>
<p>EXTRA SERVICE</p>	<p>...you are seeking to process payment for adjuncts, part time employees, or temporary employees who work at another NYS agency or you are seeking to process payment for current employees who are performing a task that is outside of their typical job duties...</p>	<p>1. Complete an “Extra Service Payment” requisition in Interview Exchange.</p>
	<p>...you are seeking to process payment for internship extra service pay for faculty...</p>	<p>1. Complete an “Internship Extra Service Payment Authorization Request” in Interview Exchange.</p>