Hiring Process (For Internal Use Only)

All forms are in the interactive PDF format.
Board Agenda Item - Now on Etrieve

Internal Recruitment Process and Guidelines:
- Interim Recruitment Guidelines (Management Positions Only)
- Lateral - Voluntary Demotion Recruitment Guidelines

Temporary Out-of-Class Recruitment
- Request to Announce - Temporary Out of Class Assignment
- Temporary-out-of-Class Guidelines
- Temporary-Out-of-Class Procedure
- Temporary-Out-of-Class Form

Recruitment Documents:

Part-Time Faculty Recruitment:
- Request to Announce Form - Part-Time Faculty Only

Classified Recruitment:
- Request to Announce Form
- Committee Chair Checklist
- Applicant Review Instructions
- Confidentiality Form
- Classified Reference Check Form (Please have verifier sign next to name)
- Classified Internal Recruitment Decision
- Classified External Recruitment Decision

Faculty Recruitment:
- Request to Announce Form
- Faculty Committee Chair Checklist
- Confidentiality Form
- Faculty Reference Check Form (Please have verifier sign next to name)
- Faculty Hiring Procedures (Academic Senate)
- Tenure Track Faculty Job Description Template (Equity)
- Final Recruitment Decision Form - Academic Transfer
- Final Recruitment Decision Form - External Recruitment

Management Recruitment:
- Request for Transfer - Leadership
- Request to Announce Form
- Committee Chair Checklist
- Confidentiality Form
- Management Internal Recruitment Decision
- Management External Recruitment Decision
- Management Reference Check Form (Please have verifier sign next to name)

Recruitment Process (pdf)

To access PeopleAdmin please go: https://yosemite.peopleadmin.com/hr/login

EEO Training Video

EEO Acknowledgment Form

Confidentiality Statement Form

Please contact Human Resources Recruitment at 209-575-6900 or email Recruitment@yosemite.edu with any questions.