

**Cañada College  
Classified Hiring Steps**

	<b>Activity</b>	<b>Completed</b>
<b>1.</b>	Division level: Request is made for position to Dean, VPI, VPSS or President based on organizational structure. <ul style="list-style-type: none"> <li>• Position description reviewed</li> <li>• Justification form prepared</li> </ul>	
<b>2.</b>	Position request presented to division for review, discussion and priorities.	
<b>3.</b>	Dean, VPI, VPSS or President presents for discussion and approval by ISSC.	
<b>4.</b>	Discussion at College Budget and Planning Committee by VPI, VPSS or President; recommendation to the President.	
<b>5.</b>	President presents position or final list to College Council.	
<b>6.</b>	If approved <ul style="list-style-type: none"> <li>• New position PRF<sup>1</sup> submitted to District, PAF follows once position request approved and employment offer accepted</li> <li>• Vacant position PAF<sup>2</sup> held until employment offer accepted then submitted to District</li> </ul>	
<b>7.</b>	Job announcement(s) finalized and submitted by deans / hiring managers to VPI, VPSS or President based on organization structure.	
<b>8.</b>	Job announcement forwarded to District for advertising and recruitment.	
<b>Follow established District process for advertising and hiring classified positions until position filled.</b>		

1. PRF – Position Request Form required for requesting a new position or creating a new job classification
2. PAF – Personnel Action Form required to hire employee into position.