

DRAFT

Employer Relations Liaison Hiring Plan with Tentative Dates

- FGCC Human Resources releases Job Announcement (1.4.22)
- Job Announcement closes (1.24.22)
- FGCC Human Resources screens applications for minimum qualifications (1.5 - 1.26.22)
- RC team reviews applications and selects candidates for interviews (1.24 - 1.27.22)
- FGCC Human Resources notifies candidates selected for interviews (1.28.22)
- RC team conducts initial interviews and selects candidates for second interviews (2.3 – 2.15.22)
- College representatives are identified and invited to participate in second interviews (2.7.22)
- RC team and college representatives conduct second interviews (2.23 - 3.3.22)
 - If the college has specific questions to ask candidates, these questions must be submitted to the RC team by 2.12.22
- College representatives provide feedback to RC team on preferred candidate by 3.8.22)
- RC team assigns ERL based on position requirements, interview information, feedback from colleges and candidates' preferences (3.4 – 3.10.22)
- FGCC begins making job offers (3.11.22)
- ERL on-boarding (Week of April 11th)
- ERL begins work with their assigned college (Week of April 18th – except IVC Spring Break)