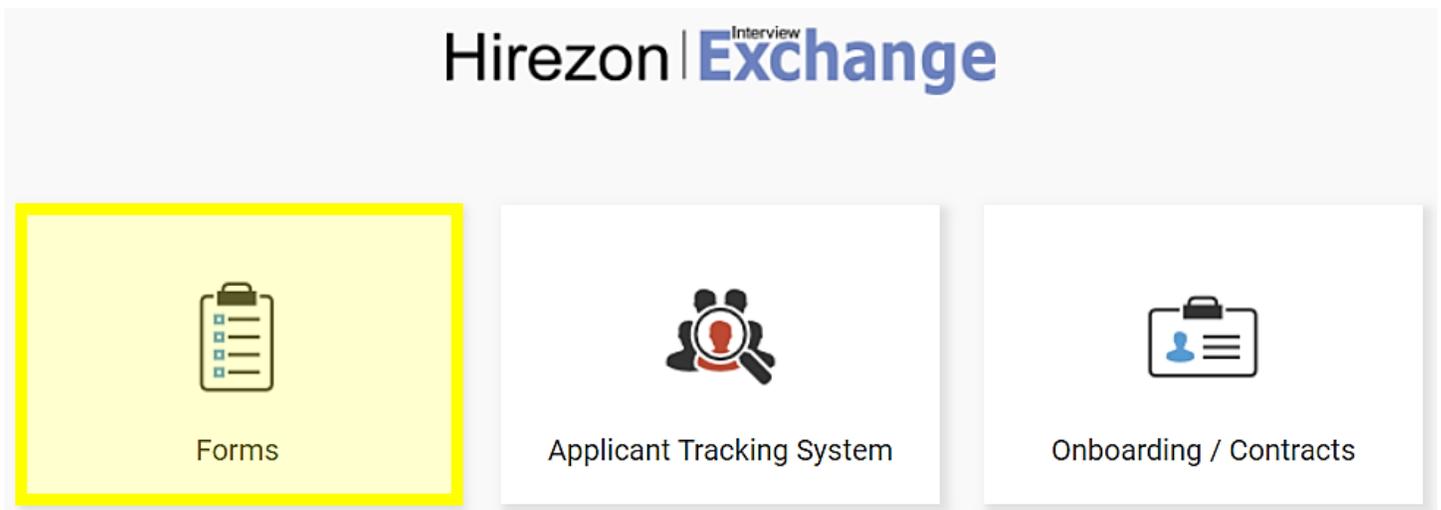


Step-by-Step Guide for Hiring Request Form

The Hiring Request Form should be used for all Full-Time and Part-Time new hires, regardless of employment classification, after the position has been approved by the President’s Leadership Council (PLC). Part of the process requires that a job description is uploaded. It is best to have this prepared in advance. Utilize the [Onboarding Checklist](#) which provides managers with necessary and recommended steps when employees are newly hired or transfer into their departments.

1. After signing into [Interview Exchange](#), click on the Interview Exchange Forms Module:



2. This screen is called your “Dashboard”. This is where you will see all forms that you’ve completed or are still pending. Click on **“Start New Form”**

156

 All forms

0

 Created by me

1

 Assigned to me
Guest Reviews

+ Start New Form

In Progress 🔍

Actions	ID	Title/Name	Originator	Template	%	Status	Updated
🔍 🗑️	181567	Engineering Faculty	Marie Tupaj	Hiring Request Form	66	In-Progress	09/29/2023
🔍 🗑️	181090	Biotechnology Faculty	Marie Tupaj	Hiring Request Form	66	In-Progress	09/29/2023
🔍 🗑️	183206	Adult Learning Center Instructors	Katherine Innis	Hiring Request Form	66	In-Progress	09/29/2023
🔍 🗑️	183277	Cardinal Coaching Hours Aug/Sept 2023	Teresa S Medina	Stipend Request Form	50	In-Progress	09/29/2023
🔍 🗑️	182589	Principal Manager of IT Infrastructure	Pramod Bhardwaj	Hiring Request Form	66	In-Progress	09/29/2023
🔍 🗑️	169525	Evening Cleaner/Laborer (4 Vacancies)	Christopher P French	Hiring Request Form	66	In-Progress	09/29/2023
🔍 🗑️	183552	CJ FA 23 Chair Duties	Kristen M McBride-Silv	Stipend Request Form	0	In-Progress	09/29/2023
🔍 🗑️	181251	Cultural Competency 8-28-23 3	Yatsen Paak	Stipend Request Form	33	In-Progress	09/29/2023
🔍 🗑️	181564	Fall 23 ENG Meeting	Wendy M Khadjikian	Stipend Request Form	83	In-Progress	09/29/2023
🔍 🗑️	183440	Thomas Asiamah	Herbert f Morande	Employee-Exit/Termination Fi 0	0	In-Progress	09/29/2023

1 to 10 of 156 Records
Page 1

Filters

Department: All ▼

Form: (Title/Name) or (ID Exact)

Originator: (Name or Email)

Assignee: (Name or Email)

Template: (Template Name)

Additional: ---- Select ---- ▼ (Keyword)

Between: 📅 and 📅

Search
Reset

Reports

📄 Status Report
📄 EForm Reports

3. The next screen is the “Start New Form” screen.
 - a. You will be required to select the correct department from the **Department** dropdown list
 - b. Select the corresponding category from the **Category (Recruitment)** drop down.
 - c. Select the required template from the **Template (Hiring Request)** drop down. Once the template is selected, you can preview the template by clicking the magnifying glass icon.
 - d. Enter a Position Title/Name in the **Title/Name** field.
 - e. Click **Create Form**.

Start New Form

Department:

Category:

Template:

Title/Name: 

OR Use Job Template Library

Create Form

4. After you click on “Create Form” you will be directed to the following page to complete a series of tasks. Click on **“Hiring Request Form”**.

 Hiring Request  Task Routing  Actions

 Jake R Donovan

Hiring Request
 Hiring Request Form

* Job Details/Description
 Add Job Details

Discussions  

 Start New Discussion

 Job Posting  Task Routing  Actions

 Multiple Assignees

 Recommendation  Task Routing  Actions

 Jake R Donovan

Send for Next Action

5. Fill out the specific information in the highlight field regarding the position you are posting. This information includes whether the position is (1) Full-Time or Part-Time; (2) a New Position or Replacement Position; (3) the Employment Classification Group (4) Salary information such as Proposed Salary, Position Grade, and Proposed Start Date.

NOTE: Certain Categories may completely grey out if they are not applicable to the position you are posting. For example, if you select that you are posting a full-time position, the heading titled, "Part-Time Information" will grey out so that you are not required to fill it out.

Position Information		
*Please Select: --Select--	NOTE: <ul style="list-style-type: none"> If Full-Time was selected, please refer Full-Time Information section to fill in relevant details. If Part-Time was selected, please refer Part-Time Information section to fill in relevant details. 	
*Please Select: NOTE: Based on the selection, please refer Replacement Information section to fill in additional information. --Select--	*Department: Human Resources	
Full-Time Information		
Employment Classification Group:	Proposed Salary (\$):	
Position Grade (if applicable):	Proposed Start Date:	
Part-Time Information		
Employment Classification Group:	Current Fiscal year:	
Start Date:	End Date:	
Total hours per week: NOTE: Not to exceed 18.5 hours per week	Total hours per fiscal year: Note: Total hours not to exceed 974 hours per fiscal year for support, professional and administrative staff and 1039 hours for facilities support staff.	
Pay Rate (\$):	Maximum Obligation:	
If Other selected enter pay rate:		
Replacement Information and Supervisor		
If replacement , previous employee's name:		
Direct Supervisor: First & Last Name	Title of Direct Supervisor: Title as shown on Org Chart	Time sheet approver if different: First & Last Name

Budget Information

<p>*Please explain in the field below the rationale for requesting the position, including the impact to the department if the position is not filled.</p> <p>Brief description</p>	<p>*Grant Funded Position:</p> <p>--Select--</p>	<p>If yes, please specify Grant Name:</p>
<p>*Available funds in Budget to Cover Position:</p> <p>--Select--</p>	<p>NOTE: If No, additional approval required by Cabinet.</p>	<p>*Index:</p>
<p>*Organization:</p> <p>200 of 200 characters remaining.</p>	<p>Banner Position #</p>	<p>*If position is full-time, has the position been approved by the President and College VPs?</p> <p>--Select--</p>

Comments:

NOTE: Please contact [Kathy DiRienzo](#) (non-granted funded positions) or [Kevin Donovan](#) (grant funded positions) for Budget Information.

To Be Completed by HR

<p>HRCMS Position #</p>	<p>Budget Appropriation #</p>
<p>FINAL Unit:</p>	<p>FINAL Grade:</p>
<p>FINAL Salary Range/Pay Rate (\$):</p> <p>\$</p>	<p>Form ID</p>

(Form 4739)

Save & Submit

NOTE: The Hiring Manager should leave the "To Be Completed by HR" section blank. Once you have completed the form click, "**Save and Submit**".

6. You will then be prompted to view the information you submitted on the form. You can click **“Edit”** if you would like to make changes. Otherwise, click **“Continue”**



Hiring Request Form

Position Information

Please Select:

Full-Time

NOTE:

- If Full-Time was selected, please refer Full-Time Information section to fill in relevant details.
- If Part-Time was selected, please refer Part-Time Information section to fill in relevant details.

Please Select:

NOTE: Based on the selection, please refer Replacement Information section to fill in additional information.

New Position

Department:

Human Resources

Full-Time Information

Employment Classification Group:

Edit

Propo

Continue

7. Next, click **“Add Job Details”**

Hiring Request Task Routing Actions

Jake R Donovan

Hiring Request

Hiring Request Form

Job Details/Description

Add Job Details

Discussions C X

Start New Discussion

Job Posting Task Routing Actions

Multiple Assignees

Recommendation Task Routing Actions

Jake R Donovan

Send for Next Action

8. Enter to job description details on this screen.

Required for both Full-Time and Part-Time positions.

*** Requirements** characters remaining

B I U       Source  

Minimum Qualifications:

- [educational requirements]
- [experience requirements]
-
-
- Experience with equity-minded work and/or understanding of individuals of diverse identities such as race, ethnicity, socioeconomic level, sexual orientation, veterans, and individuals with different academic preparation levels and varying physical and learning abilities. (ALWAYS INCLUDE)

Additional Information characters remaining

B I U       Source  

Salary Range: [Range] actual salary commensurate with academic background and experience. Employees of Middlesex Community College are considered employees of the Commonwealth of Massachusetts and receive benefits, which include:

- High-quality and affordable health insurance through the Commonwealth's Group Insurance Commission (GIC)
- Competitive Dental and Vision Plans
- Flexible Spending Account and Dependent Care Assistance programs
- Low-cost basic and optional life insurance
- Retirement Savings: State Employees' Pension or Optional Retirement Program (ORP) and Deferred Compensation 457(b) plan or 403(b).

Application Instructions characters remaining

B I U       Source  

All applicants must apply online by submitting:

- Cover Letter
- Resume
- Names and contact information for three (3) professional references

Pre-Employment Requirements:

The College will not sponsor applicants for work visas.

Internal Description characters remaining

B I U       Source  

9. Click on the **“Save Job Details”** once you’ve entered the job description information

HR Use Only - Optional Fields

<p>Job Type</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select"/>	<p>Job Category</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select"/>
<p>Reference Number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>Department</p> <p>Human Resources</p>
<p>Reference 1 (Internal)</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>Reference 2 (Internal)</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>URL</p> <p>http:// <input style="width: 80%; border: 1px solid #ccc;" type="text"/></p>	

Save Job Details

10. Review the job description details and click **“Close”**

Add Job Details



MIDDLESEX
Community College
[Step-by-Step Guide Update](#)

Company Description:

Middlesex Community College (MCC), established in 1970, provides access to affordable education for a diverse community from all ethnic backgrounds and identities, preparing individuals for success and lifelong learning. We promote academic excellence, provide workforce development opportunities, and empower all learners to become productive and socially responsible members of our local and global communities.

The College provides a broad range of services that are essential to attract, reward, and retain talented faculty and staff. The MCC community promotes a culture of inclusion in which our employees feel supported and empowered to best serve our diverse student population. We are proud to offer our classes on both the Bedford and Lowell campuses, as well as a robust online course offering. MCC is committed to transforming lives as we educate, challenge, and support all students as evident in our [strategic plan](#).

As an Affirmative Action employer, MCC strongly encourages members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence to apply.

Job Description:

Title:
Unit: (MCCC/AFSCME/NUP/PT non-unit/DCE adjunct faculty)
Department: (as listed in [Org Chart](#))
Reports to: (title of direct supervisor as listed in [Org Chart](#))
Date: (date of posting)

General Summary:

Duties and Responsibilities:

-
-
-
-
-

Requirements:

Minimum Qualifications:

- [educational requirements]
- [experience requirements]
-
-
- Experience with equity-minded work and/or understanding of individuals of diverse identities such as race, ethnicity, socioeconomic level, sexual orientation, veterans, and individuals with different academic preparation levels and varying physical and learning abilities. (ALWAYS INCLUDE)

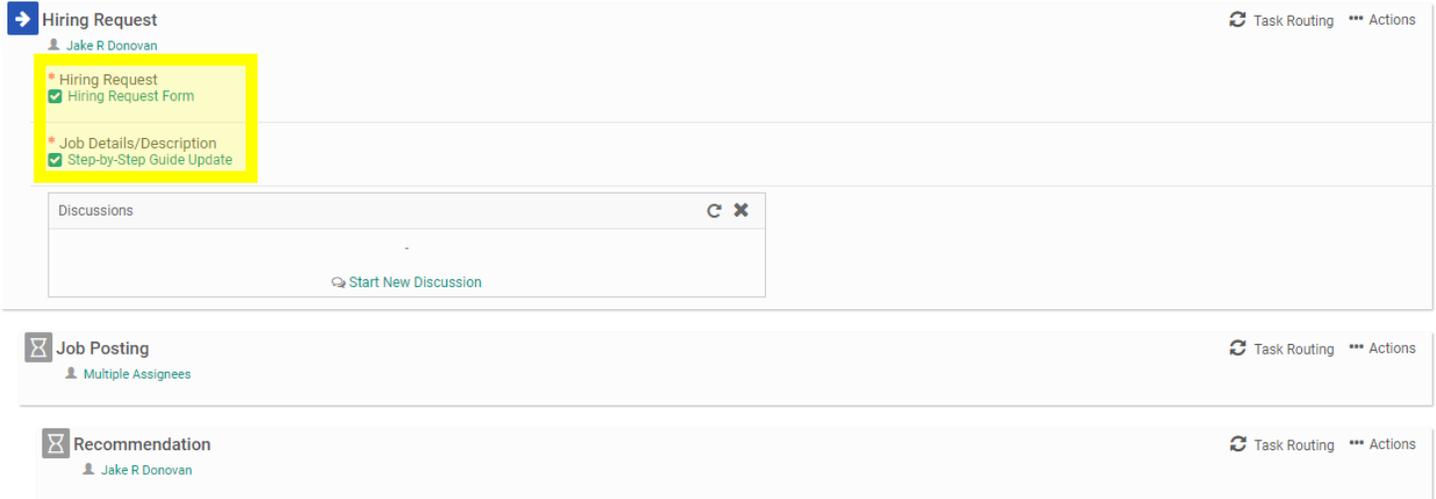
Preferred Qualifications:

-
-
-

Edit

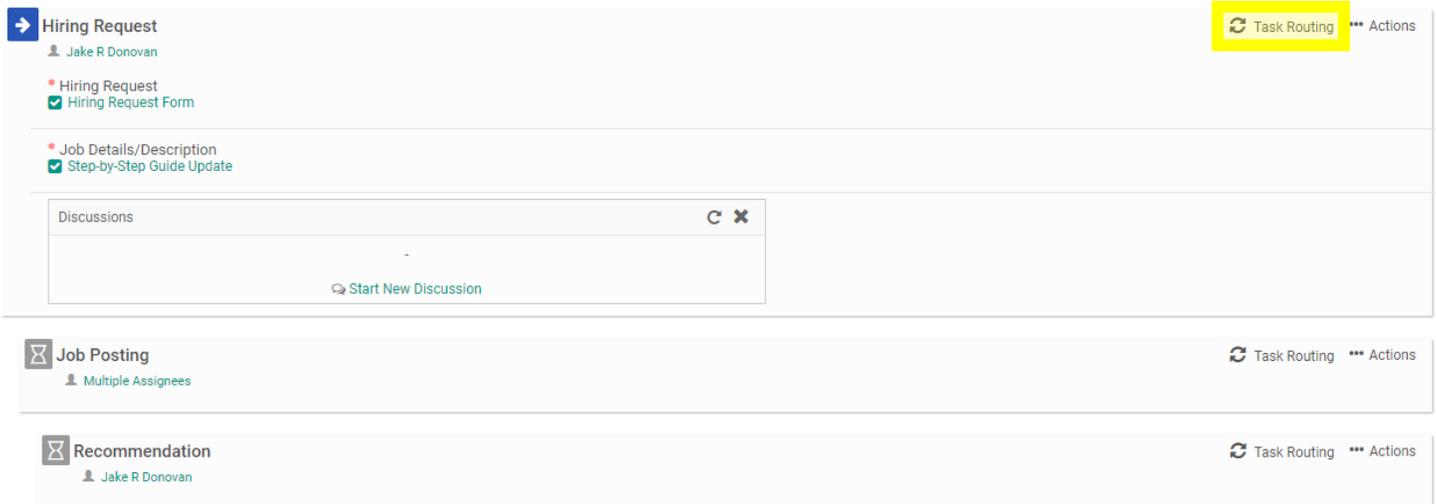
Close

11. Your screen should now indicate a small check mark in front of the **“Hiring Request Form”** and the title of the job description to indicate that you’ve completed both tasks.



The screenshot shows a 'Hiring Request' card for Jake R. Donovan. The card contains a list of tasks: 'Hiring Request' (with a sub-item 'Hiring Request Form' checked) and 'Job Details/Description' (with a sub-item 'Step-by-Step Guide Update' checked). A 'Discussions' section is visible below the tasks. To the right of the card are 'Task Routing' and 'Actions' buttons. Below the card is a 'Send for Next Action' button.

12. Your next step will be to generate the Task Routing process so all parties involved may approve your job posting. Click on **“Task Routing”** to begin this process.



This screenshot is identical to the previous one, but the 'Task Routing' button in the top right corner of the 'Hiring Request' card is highlighted in yellow. The 'Send for Next Action' button is also present at the bottom.

13. Certain people in the task routing screen are prepopulated. This includes, the Finance Representative, Payroll Representative, and Human Resources. The person filled out and the New Hire Request will be required to enter a name for the **“Cost Center Manager”**. Click on the Edit Routing User Icon (highlighted below) alongside the Cost Center Manager to enter a name for this field.

Task Routing ✕			
Approver Title	User	Status	Actions
Cost Center Manager			
Finance Representative	Allison Chambers	Not Initiated	
Payroll Representative	Kathy DiRienzo	Not Initiated	
	Lauren B Hutchinson	Not Initiated	
Human Resources	Marielle Abou-Mitri	Not Initiated	

[Show Add/Edit Routing](#)
[Show Routing History](#)

14. Enter the Cost Center Manager into the **“User”** field. As you type this person’s name, the system will recognize people with accounts in the system and will prepopulate the field. You may search by first or last name. Click **“Save Routing”** once you have entered the field.

Task Routing ✕			
Approver Title	User	Status	Actions
Cost Center Manager			
Finance Representative	Allison Chambers	Not Initiated	
Payroll Representative	Kathy DiRienzo	Not Initiated	
	Lauren B Hutchinson	Not Initiated	
Human Resources	Marielle Abou-Mitri	Not Initiated	

[Show Add/Edit Routing](#)

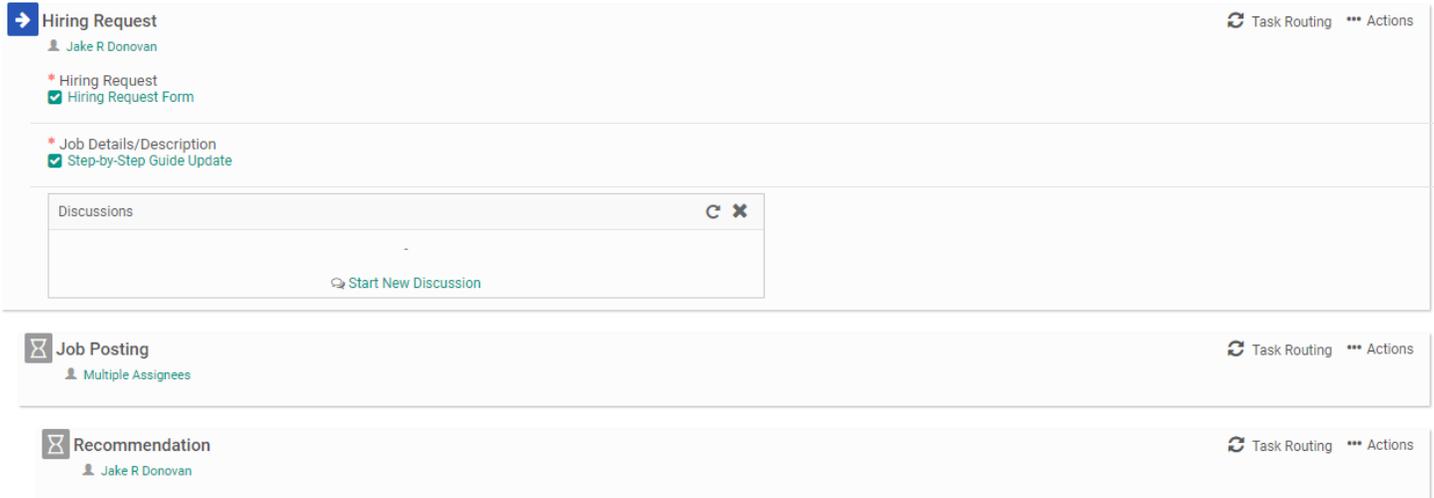
Approver Title: User: Permission:

Instructions (optional)

Save Routing
Cancel

[Show Routing History](#)

15. Next, you will need to click on **“Send for Next Action”**. This will allow for each person in the task routing field to review the Hiring Request Form and approve/deny/edit it. Each person in the task routing field receives an email notification when it is their turn to review the form.



The screenshot displays a task routing interface with three items:

- Hiring Request** (Assigned to Jake R Donovan):
 - Task Routing and Actions icons.
 - Item status: Hiring Request (marked with a red asterisk), Hiring Request Form (checked).
 - Item status: Job Details/Description (marked with a red asterisk), Step-by-Step Guide Update (checked).
 - Discussions section with a 'Start New Discussion' button.
- Job Posting** (Assigned to Multiple Assignees):
 - Task Routing and Actions icons.
- Recommendation** (Assigned to Jake R Donovan):
 - Task Routing and Actions icons.

A **Send for Next Action** button is highlighted in yellow below the items.

NOTE: If you are one of the approvers in the Task Routing of the form, please review the Interview Exchange Step-by-Step Guide for Task Routers.

NOTE: If you are the person making the final recommendation for hire, please review the Interview Exchange Step-by-Step Guide for New Hire Final Recommendations.