

Classified Civil Service (Part-time) !

What's the Process: Candidate has been Identified *

Hiring departments head/reports to must begin the hiring process by completing !
Part-Time Classified Request to Hire Authorization Form !

If a candidate has been identified for the position, submit a proposed job description , a completed CUNY Employment Application and the candidate's resume along with the Part-Time Classified Request to Hire Authorization Form to the Office of Human Resources for **review**.

Step 1: !

An email will be sent to the requesting department indicating if the request has been approved or denied with a ! reason as to why. If approved, the email will confirm the hourly rate and the proposed start date. The candidate ! should begin on the proposed start date or any Monday thereafter the proposed start date*. !

Step 2: !

After receiving an approved email, the department must provide the candidate (college Assistant only) with an ! offer letter and the Frequently Asked Questions (FAQ) sheet that outlines a 2 step onboarding process. !

Step 3: !

All PAFs must be created in the Classified Hourly Employee Management System (PR-Assist) for **review** and ! **approval** *

The form accommodates for more than one request; but a job description is required for each request; unless the job description is the same for each position.

Candidates may be subject to fingerprinting and filing fees.

Classified Civil Service (Part-time)

What's the Process: Candidate has not been Identified *

Hiring departments head/reports to must begin the hiring process by completing a

Part-Time Classified Request to Hire Authorization Form

If a candidate has not been identified for the position, submit a proposed job description along with the Part-Time Classified Request to Hire Authorization Form to the Office of Human Resources for **review**. If you are requesting access to the pool of applicants in CUNYFirst, the form has a space for you to check off.

Step 1:

An email will be sent to the requesting department indicating if the request has been approved or denied with a reason as to why. If approved, the email will confirm the hourly rate and the **proposed** start date. The candidate should begin on the proposed start date or any Monday thereafter the proposed start date*.

Step 2:

A request can be made to access the pool of applicants in CUNYFirst specific to the job title, if applicable you are requesting. A completed CUNY Employment Application is required if an applicant is chosen from the CUNYFirst pool. Ms. Stephanie Cooper will be copied on the approved email and provide the instructions accordingly.

- Forward the completed CUNY application to the Office of Human Resources (provides name of candidate)

Step 3: !

After identifying your candidate, you must provide the candidate (college Assistant only) with an offer letter and the Frequently Asked Questions (FAQ) sheet that outlines a 2 step onboarding process. !

Step 4:

All PAFs must be created in the Classified Hourly Employee Management System (PR-Assist) for **review** and **approval**

The form accommodates for more than one request; but a job description is required for each request; unless the job description is the same for each position.

Candidates may be subject to fingerprinting and filing fees.

* Selected candidates must not be allowed to begin working until authorization has been received from Human Resources.