

**Cañada College
Classified Hiring Steps**

	Activity	Completed
1.	Division level: Request is made for position to Dean, VPI, VPSS or President based on organizational structure. <ul style="list-style-type: none"> • Position description reviewed • Justification form prepared 	
2.	Position request presented to division for review, discussion and priorities.	
3.	Dean, VPI, VPSS or President presents for discussion and approval by ISSC.	
4.	Discussion at College Budget and Planning Committee by VPI, VPSS or President; recommendation to the President.	
5.	President presents position or final list to College Council.	
6.	If approved <ul style="list-style-type: none"> • New position PRF¹ submitted to District, PAF follows once position request approved and employment offer accepted • Vacant position PAF² held until employment offer accepted then submitted to District 	
7.	Job announcement(s) finalized and submitted by deans / hiring managers to VPI, VPSS or President based on organization structure.	
8.	Job announcement forwarded to District for advertising and recruitment.	
Follow established District process for advertising and hiring classified positions until position filled.		

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.