

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
EMPLOYMENT SERVICES**

**FACULTY \* #R-02XXX \* COLLEGE  
SAMPLE RECRUITMENT TIMELINE**

**COMMITTEE CHAIRS:**

|   |   |
|---|---|
| September 15, 2025  | <ul style="list-style-type: none"> <li>Strategic Hire Forms approved and sent to DBC</li> </ul>   |
| September 15, 2025  | <ul style="list-style-type: none"> <li>Committee chair submits committee formation request <a href="#">here</a></li> </ul>  |
| October 3, 2025   | <ul style="list-style-type: none"> <li>Committee members appointed and HR notified for each recruitment</li> </ul>  |
| Week of October 6, 2025   | <ul style="list-style-type: none"> <li>Recruiter works with committee chair to schedule orientations</li> </ul>   |
| Week of October 27, 2025  | <ul style="list-style-type: none"> <li>Committee Orientations (<i>via Zoom, all committee members must be present</i>)</li> <li>Committee develops job description/announcement, finalizes timeline</li> </ul>                          |
| November 10, 2025 – January 12, 2026  | <ul style="list-style-type: none"> <li>Public Announcement Period (minimum 30 calendar days)</li> <li>Identify outreach to ensure a diverse pool</li> </ul>   |
| December 1, 2025  | <ul style="list-style-type: none"> <li>Finalized Selection Plan, Presentation Prompt, and Interview Questions due to HR (<i>must be completed before candidates are moved forward for committee screening in Workday</i>)</li> </ul>    |
| January 12 – 23, 2026   | <ul style="list-style-type: none"> <li>HR processes applications</li> </ul>   |
| <b>All committee members MUST be up-to-date with HIRE Training by January 12, 2026</b>              |   |
| January 26 – February 6, 2026   | <ul style="list-style-type: none"> <li>Committee Begins/Completes Paper screening Process</li> </ul>  |
| Week of February 9, 2026  | <ul style="list-style-type: none"> <li>Committee meets to select applicants to be interviewed (<i>one-hour meeting on Zoom</i>)</li> </ul>  |
| Monday, February 23 (9am-5pm)<br>Tuesday, February 24 (9am-5pm)<br>Wednesday, February 25 (9am-5pm) | <ul style="list-style-type: none"> <li>Tentative Interview Date(s) Depending on Number of Candidates (<i>minimum of one week after candidates are selected</i>)</li> <li>In-person interviews; candidates have a Zoom option</li> </ul> |
| After interviews are complete and ratings are submitted<br>Via Zoom (Day of)                        | <ul style="list-style-type: none"> <li>Committee Interview Wrap Up Meeting</li> </ul>   |
| March 11 – 18, 2026   | <ul style="list-style-type: none"> <li>Final Interviews (<i>minimum of one week after committee wrap-up</i>)</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Reference Checks Completed by committee chair and Submitted to HR</li> </ul>   |
| March 30, 2026  | <ul style="list-style-type: none"> <li>Recommended Candidate Forwarded for Chancellor's Approval</li> </ul>   |

|                             |   |
|-----------------------------|---|
| No later than April 6, 2026 | <ul style="list-style-type: none"> <li>• Candidate Offer Made</li> </ul>              |
| August 17, 2026             | <ul style="list-style-type: none"> <li>• Start Date for Selected Candidate</li> </ul> |

Note: Above dates may vary depending on availability of all committee members.