

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

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

COMMITTEE CHAIRS:

September 15, 2025	Strategic Hire Forms approved and sent to DBC
September 15, 2025	Committee chair submits committee formation request here
October 3, 2025	Committee members appointed and HR notified for each recruitment
Week of October 6, 2025	Recruiter works with committee chair to schedule orientations
Week of October 27, 2025	- Committee Orientations (<i>via Zoom, all committee members must be present</i>) - Committee develops job description/announcement, finalizes timeline
November 10, 2025 – January 12, 2026	- Public Announcement Period (minimum 30 calendar days) - Identify outreach to ensure a diverse pool
December 1, 2025	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>)
January 12 – 23, 2026	HR processes applications
All committee members MUST be up-to-date with HIRE Training by January 12, 2026	
January 26 – February 6, 2026	Committee Begins/Completes Paper screening Process
Week of February 9, 2026	Committee meets to select applicants to be interviewed (<i>one-hour meeting on Zoom</i>)
Monday, February 23 (9am-5pm) Tuesday, February 24 (9am-5pm) Wednesday, February 25 (9am-5pm)	- Tentative Interview Date(s) Depending on Number of Candidates (<i>minimum of one week after candidates are selected</i>) - In-person interviews; candidates have a Zoom option
After interviews are complete and ratings are submitted Via Zoom (Day of)	Committee Interview Wrap Up Meeting
March 11 – 18, 2026	Final Interviews (<i>minimum of one week after committee wrap-up</i>)
	Reference Checks Completed by committee chair and Submitted to HR
March 30, 2026	Recommended Candidate Forwarded for Chancellor's Approval

No later than April 6, 2026	• Candidate Offer Made
August 17, 2026	• Start Date for Selected Candidate

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