



SANTA ROSA JUNIOR COLLEGE
Building on a Legacy of Excellence

HIRING ORIENTATION ACKNOWLEDGEMENT

I certify that I have completed the Santa Rosa Junior College Hiring Orientation and that I received the Hiring orientation packet.

Committee Member Name: _____
(Please print)

(If you are a student, please give your e-mail address/phone #.)

E-mail: _____ Phone: _____

Department: _____

Recruitment: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Human Resources Representative

For Human Resources use only.

NEOGOV Account has been set-up. Initials: _____

Per Board Procedure 4.3.2P (Faculty Hiring: Regular and Adjunct); 4.3.9P (Classified Hiring); and 4.3.10P (Management Team Hiring), committee members must participate in a hiring orientation once every 12 months; in order to serve on a Screening/Interviewing Committee.