**Human Resources**

**Recruitment**

**WHAT IS AN APPLICANT POOL?**

**Part 1: General Information**

**What is an applicant pool?**
The applicant pool is for positions that have recurring and/or multiple openings, such as Temporary workers, Part-time Faculty, or academic year positions such as Bookstore Clerks.

* Applicant pools can be open for any length of time. (e.g. (1) term, (1) academic year, or a specific closing date)
* All applicant pools will close by the end of the academic year.
* New postings will be put online based on Division staffing needs.
* Some positions will recruit for one or more specialties from a single job announcement. Be sure to specifically state what areas of work you are interested in.

**How does this benefit the applicant?**
Applicants apply only once to be considered for all terms or days the posting is open to the public. When positions are reposted as open until filled, it is often in support of increasing the applicant pool to size, the first group of applicants did not have the required skills and abilities or there are additional recruitment needs.

**How do the applicants know what is going on?**

There are instructions at the top of each posting (applicant notification section) that highlight the applicant pool process that will be used to select candidates. As the division/department reviews applications and make decisions the candidate will be sent a notification e-mail, from recruitment@lanecc.edu. We recommend putting this address in to your safe list for your e-mail account to ensure you receive information. If you do not receive an e-mail you are still in the applicant pool. \*\*You may also see where your application is in the applicant pool process by going to your “applicant status” page within your employment account on the Employment Opportunities Website <https://jobs.lanecc.edu> .

**Part 2: Types of applicant pools**

* **Open until Filled**:
**Instructors:** Open until Filled pools are open for the academic year and will be closed on 06/30/20xx of each year. Applicants may apply throughout the academic year. Applicants will remain in the pool until reviewed, the position is filled or the department has closed or cancelled the pool. Notifications will be sent by e-mail as decisions are made by the search committee. New pools will be posted based on division/department needs. Ensure your e-mail will accept information from recruitment@lanecc.edu.

**Classified:** Part-time hourly classified pools are open for a specific time period, typically a term to term cycle. Applicants will be reviewed based on division/department needs. If the position is open until filled the process will be the same as described under Instructors above.

* **Firm Close Date – Marked as Applicant Pool:**

The position will closed on a selected date. During the posting period the department may choose to review candidate groups throughout the posting period.

* **Firm Close Date – NOT an Applicant Pool:**

Applicants may not be released until the close date. All applicants will be reviewed at one time.