



Cornell College Hiring Process

We appreciate your interest in a career at Cornell College and the time you've taken to apply. Here's what you can generally expect as we carefully review applications and move through each stage of the hiring process.

- 1. Submit your application**

Apply through Cornell's [online application system](#). You will receive a confirmation email once your materials have been successfully submitted.

- 2. Application review**

A hiring supervisor or hiring committee reviews applications as they arrive. If the job posting includes an application deadline, priority is given to materials received by that date.

- 3. Initial interviews**

Selected candidates may be invited to a phone interview or phone screen. At this stage, all contacted applicants will receive the hiring pay range for the position. In some searches, the phone interview may be skipped and the process may move directly to virtual or on-campus interviews.

- 4. Further interviews**

A hiring supervisor or hiring committee identifies finalists and schedules on-campus or virtual interviews. Finalists will receive an itinerary outlining their schedule.

- 5. Selection and conditional offer**

After interviews, the hiring supervisor or committee determines a top candidate. The candidate is notified of a conditional offer, pending successful completion of a background check.

- 6. Background check**

Human Resources initiates the background check. For more information, please see Cornell's [background check policy](#).

- 7. Final steps and notification**

Once the background check is complete and final approval is granted, Human Resources finalizes the hire. Applicants who are not selected will be notified by email. Candidates who completed an on-campus interview will receive a phone call or email to let them know a different candidate was chosen.