Hiring Process

- Position Control
  - Receives PAF
  - Sets up Post (has 3 days)
  - Job Posted (CSEA 5 day min, SACP 8 day min)

- HR Recruitment
  - Job Closes
  - Sets up Interviews
  - Screening Applicants
  - Interview Packet
  - Interviews
  - Selection of Candidate
  - Reference Check

- Hiring Manager
  - NO
  - Yes
  - Next Applicant Recommended
  - Makes Offer
  - Schedule physical & Give clearance info
  - Received all clearances

- Director II, HR
  - Reference Check

- Senior Director HR
  - Reference Check
  - Candidate Recommendation Signature
  - (Only for new hire externals and all management)

- Applicant
  - Receives PAF
  - Sets up Interviews
  - Screening Applicants
  - Interview Packet
  - Interviews

- Yes
- No

- Candidate Recommendation Signature

- Start Date Given (set based on new hire orientation dates)

- OR

- Next Applicant Recommended

- Yes

- No

- Reference Check

- Candidate Recommendation Signature

- Gets physical
- Gets fingerprints
- Gets TB test
- Gives Notice

- Received all clearances

- Start Date Given (set based on new hire orientation dates)