Hiring Process Flow Chart

Position Request & Posting → **Talent Search & Acquisition** → **Post-Selection Process**

Position Request & Posting

- Determine need for hire (new or replacement)
- Job description created or revised
- Position request form
- Position Evaluation: Strategic planning/Budget Evaluation/HR Evaluation
- NEOGOV: Requisiton process facilitated by HR

Talent Search & Acquisition

- Staff Recruiting Process
- Application Received
- Rating by Committee
- Phone Screen
- Final Candidates for Interview

Post-Selection Process

- Interviews Complete, Candidate Chosen → Background Check Process → Cleared for Hire by HR → Verbal Offer/Negotiations
- STAFF
- Staff Payroll Authorization
- Notifications sent to interviewed and non-interviewed applicants
- Staff recruiting file closed
- Formal Letter to Applicant
- Employee benefit paperwork completed in HR → Campus notification & resource setup → Employee Hired