Recruitment and Selection Process Flow Chart

To Begin:

Personnel opens a recruitment and places the necessary advertising.

Applicant reads the job announcement.

STOP
If not interested

If **Applicant** is interested in the position, **applicant** should review classification specification ('class spec'), application instructions and any other required information as listed in the job announcement.

Applicant completes the required application and/or supplemental questionnaire.

Applicant attaches any required certificates, diplomas, transcripts etc. and submits the package to **Personnel** by the filing deadline.

Personnel assesses application, questionnaire and/or supporting documentation, for completeness and satisfaction of minimum requirements.

Within 2-3 weeks after filing deadline Personnel will:
1. Assess all applications according to minimum qualifications.
2. Notify all applicants of status by letter:
   a. invitation to next stage in application process.
   b. notification of removal from process.

STOP
If removed from process

Applicant participates in exam/skills test process.

If not applicable, skip ahead.

Within 2-3 weeks **Applicant** receives exam score and notification of status by letter.
a. invitation to next stage in application process.
b. notification of removal from process.

STOP
If removed from process

Applicant participates in Qualifications Appraisal Panel (QUAP) process.

If not applicable, skip ahead.

Within 2-3 weeks **Applicant** receives QUAP results and notification of status by letter.
a. notification of next stage in application process.
b. notification of removal from process.

STOP
If removed from process

Within 2 weeks Personnel will:
1. Assess all remaining applicants according to pre-determined selection procedures.
2. Rank each applicant and establish an employment list.
3. Notify all applicants of rank on employment list.

Personnel will certify the top 5 ranks (including ties) to the requesting department for an interview.

When additional vacancies arise during the life of the list, **candidates** in the top 5 remaining ranks will be certified, in rank order, to the hiring department for interviews.

Names are typically removed from the list after 3 interviews or if the individual fails to attend an interview <u>without</u> notice. (Article 9: Section 4 of Merit Resolution)

Within a month the Department will:
1. Invite all **candidates** certified to an interview
2. Conduct interviews

Department will:
1. Make a conditional job offer
2. Send all **candidates** final notification letters of their status for the specific position.
3. Notify **prospective employee** to report to Personnel to complete pre-employment packet

Prospective employee reports to **Personnel** to complete necessary pre-employment paperwork, which could include any of the following:
- I-9 Verification
- Medical examination
- Background investigation
- Psychological examination

STOP
If removed from process

Department/Personnel establish the new **employee's** appointment date and notifies the employee of their final clearance to start work.