Full time Recruitment Process

Hiring Authority

Create Position
Description and send
Comp Analysis request
to your HR
Representative

Hiring Authority

Create Job Requisition and Obtain Authorized signer Approval

Hiring Authority

Complete the Personnel Transaction and Sensitive Determination Form

Hiring Authority,
Coordinator
Submit all three documents to your HR
Representative.

Search
Committee
Screens
Resumes

TAP/ORSP HR

Begins Screening Resumes for Minimum Qualifications



Search Committee

Creates Screening Criteria and Interview Questions

Hiring Authority

Selects the Search Committee and Chair*

TAP/OSRP HR

Post Job

<u>Committee</u> <u>Chair</u> Schedules

Interviews

Search Committee

Conducts 1st Interviews and Completes Rating Sheets

Search Committee

Conducts 2nd Round Interviews (If applicable)



Search Committee

Submits Interview Rating
Total Sheet w/Candidate
Recommendation to your HR
Representative



TAP/OSRP HR

Extends Conditional Offer

End

TAP HR/Hiring
Authority
Onboarding

TAP/OSRP HR

Create POI

Obtain Parking Permit/Key Requests

TAP/OSRP HR

Notify Candidate and Department of Approval to Begin Work

TAP/OSRP HR

Background/Live scan/ References



