

## EMPLOYEE RECRUITMENT PROCEDURES

In order to post a position Manager's are required to submit the required forms and approved documents are needed in order to post a position.

1. The Staff Requisition form
2. The Position Description

In order to move forward with a posting, the requisition must be signed by the Budget Officer, Executive Vice President/Pr3(ov)10..r.354 -1Pice10.4x(0f3.2(s)3.6( a)nd(P)3.9(r39(c)-3.9(u)10.H(t)-3um 0 Td(1)-3nS)3.3.2()3.2 included the names of the referred candidates.

5. Some positions may require first screening by human resources. If so, human resources will conduct the first interview. This will assist in screening down applicants and referring only the overall best qualified candidates. (Please consult with the Human Resources Director when this step in the process may be needed.)
  - a. Some managers may need assistance with developing interview questions. Consult with the Human Resources Director.)
6. When sending the hiring manager the Applicant Referral Form, include the memorandum regarding the Interview Process
7. Upon completion of the interview process, the hiring authority makes their selection. (We recommend a first and second choice for the position.) The hiring manager should return the following documents:
  - a. Completed Applicant Referral Form
  - b. Interview questions and responses per each candidate interviewed
    - i. Consult with the human resources director immediately if required documents are not received.
8. Upon completion of the interviewing process, human resources make the employment offer.
  - a. Any special requests or consideration are completed by the Human Resources Director.

11. All forms are completed, the employment date is established, and the employee is provided with an employment date. The new employee is also reminded of the documents needed to requirements that will be needed on day one of employment.