

STANDARD SEARCH RECRUITMENT PROCESS



1

Create the posting & advertise the employment opening

Posting must be open a minimum of 30 days and no more than 365 days.



2

Applicants apply



3

Applications are reviewed and qualified applicants are interviewed



4

A Selectee is identified and submitted for Affirmative Action clearance



5

Affirmative Action clearance granted and department provides candidate with offer letter



6

Candidate accepts



7

Remaining applicants are dispositioned and notified of their non-selected status via email



8

Position is filled and removed from all job boards
