

STEPS NEEDED IN THE HIRING PROCESS BY HIRING DEPARTMENTS

1. Complete the Justification Form for approval - [HR Position Justification Form](#). You will receive notice when the form is approved.
2. Complete the PDQ and attach the approved justification to the - [Position Description Questionnaire](#). You will receive notice when the PDQ is approved.
3. Complete the Personnel Requisition and upload the approved justification form and PDQ for approval - [Personnel Requisition](#). You will receive notice when the Personnel Requisition is approved.
4. HR will generate the job posting and post the position as requested for the applicants to apply.
5. The requesting supervisor will submit interview questions to HR for approval.
6. The department/committee will conduct interviews and complete the Record of Interview form for each applicant - [Record of Interview Form](#).
7. The department/committee will complete the Interview and Selections Summary form - [Interview and Selection Summary Form](#) and return all the forms and applications/resumes to the Human Resources department.
8. Human Resources will send an email notifying the department that the job file has been reviewed and approved and may proceed with completing the Electronic Personnel Action Form - [Electronic Personnel Action Form 2.1\(ePAF\)](#). and the letter of offer (when appropriate) templates are on common drive.
9. Complete the ePAF and upload the approved Personnel Requisition and add 14 days from the approval date as the effective date for the employee to start working.