STEPS NEEDED IN THE HIRING PROCESS BY HIRING DEPARTMENTS

- 1. Complete the Justification Form for approval <u>HR Position Justification Form</u>. You will receive notice when the form is approved.
- 2. Complete the PDQ and attach the approved justification to the <u>Position Description</u> <u>Questionnaire</u>. You will receive notice when the PDQ is approved.
- 3. Complete the Personnel Requisition and upload the approved justification form and PDQ for approval <u>Personnel Requisition</u>. 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 <u>Electronic Personnel Action Form 2.1 (ePAF)</u>. 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.

