

OVERVIEW OF THE HIRING PROCESS

- ❖ Vacancies are advertised and applications are accepted for a minimum of two weeks. Applications can be faxed, emailed, mailed or delivered in person to the Department of Human Resources. Applications are not accepted after the closing date.
 - ❖ Application information is compiled and applications are prepared for review panel.*
 - ❖ Review panel scores applications & candidates are selected for interview. **At this point all applicants are notified**, by mail, of their standing in the process.
 - ❖ Interviews are scheduled & conducted.
 - ❖ A selection is made and sent for approval. Interviewees that are not selected are maintained on an eligible listing for up to one year.
 - ❖ Selected candidate is notified by phone and non-selection letters are sent to other interviewees.**
- * If five or fewer applications are received, they are sent directly to the department head. The department head interviews and makes a selection.
- ** If a selection is not made, the position is closed and may be readvertised at a later date. All applicants are notified that no selection was made.

