



# Classified Recruitment Process

Supervisor receives budget approval from area VP

VP takes to ELT for position control review

Supervisor contacts HR for draft of position description (PD) AND completes Requisition for Hire form

HR evaluates PD and determines salary range

Search Advocate (SA) is assigned by HR

HR drafts recruitment materials:  
-Timeline/checklist  
-Criteria Matrix and Worksheet  
-Cover letter prompt  
-Supplemental questions  
-Interview questions

HR schedules kick off meeting with committee Chair and SA

Chair and SA agree on committee members and forwards to HR for approval

Entire committee meets to discuss drafted documents and make edits

Forward final documents to HR

HR posts the position

Applications to committee members will not be released until all have completed their Unconscious Bias training and acknowledged the Confidentiality Agreement

HR will conduct minimum qualification screening on applicants before releasing to committee

Screening committee members enter their scores into NEOGOV

HR sends rankings to Chair and SA

Entire committee meets to determine which candidates to interview

Notify HR which candidates are not moving forward  
  
THEN  
Conduct interviews

Following final interview, committee reviews strengths and weaknesses to determine candidates to proceed with reference checks

Notify HR which applicants are not moving forward

Chair conducts reference checks on candidate(s)

Share results from reference checks with entire committee and determine which candidate to forward as finalist

Forward completed candidate summary for finalist to HR

Committee submits recruitment materials to HR

HR makes offer