



Departmental Contact/  
Hiring Manager

HR Consultant

Recruitment

HR Services

Review applicants and determine if/who to interview

Schedule & Conduct interviews

Schedule & conduct testing in collaboration with Recruitment (see note)

Check references

Make verbal offer contingent on background & other pre-employment checks

Complete Not. of Appoint. portion of PTS/NOA form (using saved form) and email to Recruitment

Move posting to external site and advertise if requested; notify Hiring Manager of posting and review begin date.

Pre-screen applicant pool (if elected on PTS/NOA form)\*

Collaborate for testing with Hiring Manager

Upload PTS/NOA Form into Appt. Req. System. Upon notification of final approval, prepare offer letter and send to candidate. Review NOA and send to HR Services. (Close out EJMS once notified by HR)

**Recruitment – Tech. Service External Rev. 11/22/16**

**\*To check for:**

- Diversity
- Minimum qualifications (close off candidates who do not meet minimum)
- Preferred experience
- Application form completed

**Testing To include:**

- CDL
- Respirator
- Skills-based
- Written
- Hands-on

**Assumption:**

- Recruitment will maintain the search files
- AA Form filled out by Recruitment after job filled

Initiate background check; send welcome email to candidate and complete onboarding, notify supervisor (copy Recruiter) when allowed to begin working. Process IBIS form (Send final PTS/NOA to HRC once PSU & Access IDs are obtained)