

Departmental Contact/
Hiring Manager

Completes Permission to Search portion of PTS/NOA Form, saving for later use, & submits form to Recruitment

HR Consultant

Review accuracy of information and ensure necessary unit approvals have been obtained, provide final approval

Attend Interview Committee training and work with Recruitment to determine interview questions

Review applicant and interview

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

Make verbal offer contingent on required background checks

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

Recruitment

Uploads PTS/NOA Form into Appointment Request System and adds approvers (approvers receive email notification)

Upon receiving notification that all approvers have approved, fill Lateral Transfer Requests (check attendance, work recommendation, and if any active warning letters)

Post internally in EJMS; work with Hiring Manager for screening criteria; provide access; send email confirmation

Interview Committee Training

Review each applicant and check attendance, work recommendation, and active warning letters*

Submit attendance and work rec. to Hiring Mgr. to review

Work with Hiring Manager to administer testing (ABS)

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

HR Services

Recruitment – Tech. Service Internal Rev. 11/22/16

* If at any time during this process a candidate is "closed off", the process begins again at this point until no other internal candidates have bid. In this case move on to External process.

- Testing To include:**
- CDL
 - Respirator
 - Skills-based
 - Written
 - Hands-on

Initiate any required background check; send welcome email to candidate (if applicable), notify supervisor (copy Recruiter) when any required background checks have been satisfactorily completed. Process IBIS form (Send final PTS/NOA to HRC)