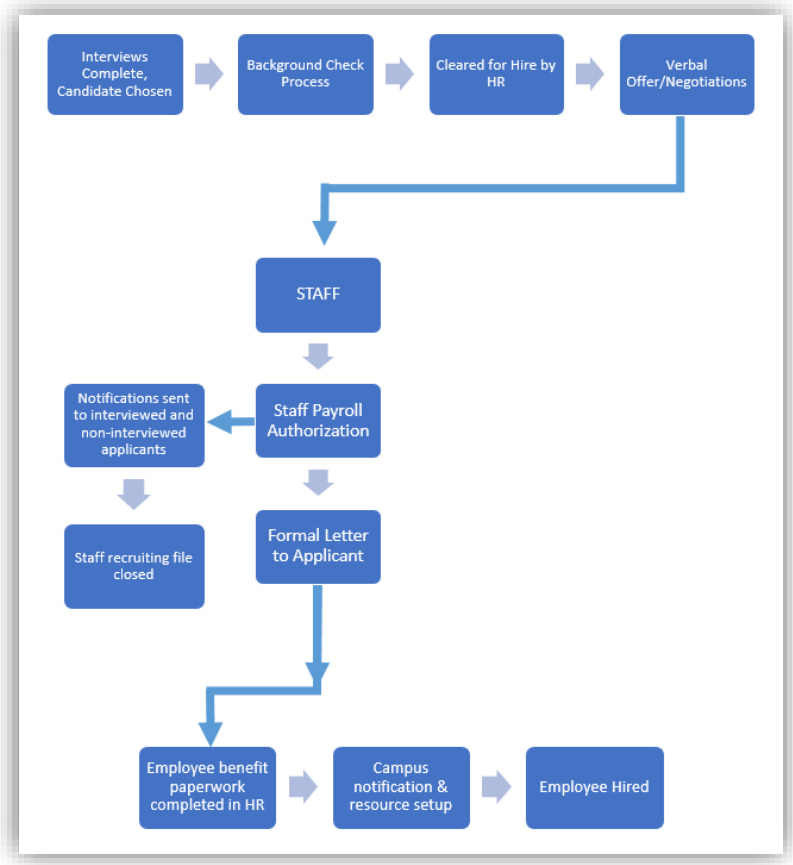
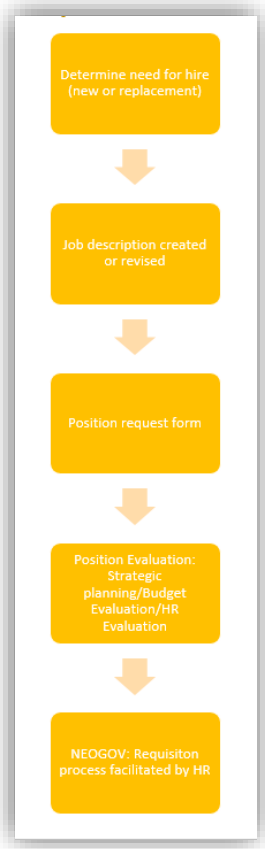


Hiring Process Flow Chart



Hiring Steps Overview

- Position becomes vacant or available and approval is given to hire
- Fill out New Position form and return to HR
- HR initiates posting in NeoGov
- Hiring Manager completes initial review (no identifiable info)
- Applications are received through NeoGov
- Committee meets
- Candidates are ranked through NeoGov by Committee
- Phone interviews are conducted
- Candidates are ranked through NeoGov by Committee and/or Hiring Manager
- Interviews are conducted
- Candidate is selected
- Background check completed
- Decline notices sent to remaining applicants
- Offer made/accepted
- Onboarding