



STEP ONE – REQUISITIONS

The recruiting process begins in *NEOGOV* by creating a Requisition. The positions will be posted as follows:

- HR Talent Acquisition will post the positions.
- The position will be posted for the requested time frame, normally two weeks, Once the position is posted, HR Talent Acquisition will open the requisition in Workday in order for the new hire/internal process to be completed once final selections have been approved.

STEP TWO: CANDIDATE SCREENING

HR Talent Acquisition will provide the qualified list of candidates and application packets to the JNC Committee, this will include applications and resumes. The Committee will screen provided applicants to identify best qualified candidates that meet position needs and requirements to be interviewed.

- The list of candidates selected to be interviewed will be provided to HR Talent Acquisition.
- The JNC Committee will provide HR Talent Acquisition the dates and times that they wish to interview the selected candidates.

STEP THREE: INITIAL INTERVIEWS

- HR Talent Acquisition will set up the initial interviews and provide interview schedule to JNC Committee and may assist with facilitation of the interviews (if requested by the Committee). Otherwise the JNC Committee will conduct the initial interviews.
- JNC Committee will ask all candidates the same questions.
- JNC Committee will identify the list of recommended candidates to be presented to the Ad Hoc Committee via memo.\

STEP FOUR – AD HOC COMMITTEE

HR Talent Acquisition will prepare the packets of the candidates that will be presented to the Ad Hoc Committee for review including the following documents:

- List of candidates and candidate ranking by JNC Committee.
- Completed Reference Check results on all candidates.
- Current Applications and Resumes.
- Ad Hoc Committee will select candidates to be interviewed by the committee.
- Ad Hoc Committee provides their recommendations for candidates to be submitted for City Council Voting Agenda.

STEP FIVE – HIRE

- Results of the City Council meeting will be provided to HR Talent Acquisition
- HR Talent Acquisition will proceed to make offers, prepare offer letters and begin the pre-employment screening process to onboard new employees.