To Begin:
**Personnel** opens a recruitment and places the necessary advertising.

Applicant reads the job announcement.

If **Applicant** is interested in the position, **applicant** should review classification specification ('class spec'), application instructions and any other required information as listed in the job announcement.

**Applicant** completes the required application and/or supplemental questionnaire.

**Applicant** attaches any required certificates, diplomas, transcripts etc. and submits the package to **Personnel** by the filing deadline.

**Personnel** assesses application, questionnaire and/or supporting documentation, for completeness and satisfaction of minimum requirements.

**Applicant** participates in exam/skills test process.

If not applicable, skip ahead.

Within 2-3 weeks **Applicant** receives exam score and notification of status by letter.

a. invitation to next stage in application process.

b. notification of removal from process.

**STOP**

If not interested

Within 2 weeks **Personnel** will:
1. Assess all remaining applicants according to predetermined selection procedures.
2. Rank each applicant and establish an employment list.
3. Notify all applicants of rank on employment list.

**Personnel** will certify the top 5 ranks (including ties) to the requesting department for an interview.

When additional vacancies arise during the life of the list, **candidates** in the top 5 remaining ranks will be certified, in rank order, to the hiring department for interviews.

Names are typically removed from the list after 3 interviews or if the individual fails to attend an interview without notice. (Article 9: Section 4 of Merit Resolution)

Within a month the Department will:
1. Invite all **candidates** certified to an interview
2. Conduct interviews

**Department** will:
1. Make a conditional job offer
2. Send all **candidates** final notification letters of their status for the specific position.
3. Notify **prospective employee** to report to **Personnel** to complete pre-employment packet

**Prospective employee** reports to **Personnel** to complete necessary pre-employment paperwork, which could include any of the following:
- I-9 Verification
- Medical examination
- Background investigation
- Psychological examination

**Department/Personnel** establish the new **employee**'s appointment date and notifies the employee of their final clearance to start work.