



Job Requisition Steps	Refer to Job Aid/Knowledge Article
1. A vacancy occurs	
2. Hiring Manager/Recruiter creates a job requisition	Create job requisition
3. Setting the compensation for the job requisition	Set Requisition Compensation
4. Review job requisition and pull mandatory priority list(s)	Pull Mandatory Priority List(s)
5. If a candidate is found on a Mandatory Priority List	Candidate Found on Mandatory Priority List
6. Recruiter drafts/edits the job requisition	Edit Requisition Draft Job Posting
7. Recruiter posts the job requisition – externally/internally	Post Job
Applicant Search and Apply	Refer to Job Aid
8. Applicants apply to the job requisition	Search for Jobs and Apply: External Candidate Search for Jobs and Apply: Internal Candidate
Job Candidate Process	Refer to Job Aid
9. Recruiter looks at and awards Veterans Preference Points	Review and Award Veterans Points
10. Recruiter reviews the applicants and sends qualified candidates onto the hiring manager. The Recruiter will disposition those candidates not qualified.	Application Selection Process: Review Candidate Application
11. The hiring manager will now review the candidates	Application Selection Process: Screen Candidate Application
12. Recruiter or hiring manager will run through the assessment process if applicable. *This step can be done multiple time.	Application Selection Process: Candidate Assessment
13. Recruiter and/or hiring manager will interview candidates. *This step can be done multiple times.	Application Selection Process: Candidate Interview
14. Hiring manager will do reference check(s) on candidate	Application Selection Process: Candidate Reference Check
15. Hiring manager & Comp Partner will go through the offer process a. Pay Equity Survey is done during this time	Application Selection Process: Candidate Offer
16. HR Partner will go through the Pre-employment check	Application Selection Process: Candidate Pre-employment Check
17. Hire is made and recruitment process is finished.	