

What Now!

A Guide of What to Do After Your Position Has Been Posted

It is so easy to remember to get your position posted, but all of the paperwork, phone calls, and interviewing can all be confusing. This guide is to help you follow through with each step of the hiring process.

WHAT NOW?

- All applications will come to the Human Resources Office
- Human Resources will screen all applications
- The application will be emailed to the supervisor/committee after review
- The supervisor/committee will review and decide who gets interviewed.
- Call Human Resources if you need any assistance with interview process
- Shred any applications you may have, and also Delete and Empty the applications in your email.
- Call selected applicants, and set up interview times (Call Human Resources if you need assistance with this)
- Be sure the application is signed before beginning the interview, even if they typed it in electronically.
- Check References: Remember some companies may be hesitant to give too much information
- Schedule final candidate interview with Director of Human Resources (this should be done when second interviews are conducted)
- The Director of Human Resources will approve all hires
- Human Resources will let you know a pay rate for the position.
- Call and offer employee the job (contact Human Resources for any assistance you may need) Human Resources will also send written offer letter to the candidate.
- Notify Human Resources of acceptance and first day, so Human Resources can set up orientation details. Employee's first day will be spent in the Human Resources Department.