Civil Service Process Flow Chart

<u>Department creates job in HireTouch</u>
Department creates job and submits for approvals in HireTouch



Approvals

Fiscal Officer – Dean/Director – HR Review - Grants & Contracts (If applicable) – Vice Chancellor – HR Final (Position is reviewed & ranked by Chancellor's Council – If necessary)



Recruitment

HR works with Department to post position on various employment sites



Candidates Apply



HR Employment Team Reviews Candidates, Conducts Testing, & Records Ranking The appropriate candidates are made available to the hiring unit for interviews



Department conducts Interviews



Hiring Manager submits
Hiring Justification report to
HR / EOA in HireTouch



HR & EOA Approve

HR extends a verbal offer contingent on pre-employment checks



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Civil Service Process Flow Chart

HR will process Criminal Background Check & Drug / Alcohol Screen (if applicable)
Upon receiving satisfactory results, HR extends formal offer of employment



Candidate Accepts Offer



HR sends the Hiring Confirmation Memo to the Candidate to finalize the Onboarding process.

This includes final paperwork signatures such as the I-9.

HR Coordinates start date and final steps with the Hiring Unit



New Employee Starts

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