Classified Hiring Process

Need for position is determined → Is this a new position?

Yes → Hiring supervisor submits a "Request to Establish a New Position" form to the Director of Employment Services → Review of position in Chancellor's Cabinet → If new classification, HR develops classification description and presents proposed classification to Personnel Commission for approval → HR creates job template in ORAP

No → Hiring supervisor inputs position requisition into ORAP → HR submits position to Board for approval if necessary → Existing eligibility list?

No current list → HR works with SMEs to develop exam content → HR announces vacancy and posts transfer notice → HR administers exam → HR produces eligibility list

Current list → HR posts transfer notice (5 days) → HR certifies eligibility and transfer lists to hiring supervisor → Hiring supervisor conducts placement interviews and reference checks → Hiring supervisor faxes reference checks to HR → HR reviews references and authorizes hiring supervisor to make an offer of employment → Hiring supervisor submits all signed paperwork to HR