Job Hiring Process Flowchart

```
[Identify staffing need]
        |
        v
[Write up job description]
        |
        v
[Send personal request form to HR]
        |
        v
[Determine classification]
        |
        v
<Regular Hire> --Yes--> [Post job internally]
        |
        No
        v
[Temp hiring process]
```

Post job internally → **Suitable candidate?**
- Yes → Arrange meeting with candidate
- No → Examine resume on file

Examine resume on file → **Suitable candidate?**
- Yes → Arrange meeting with candidate
- No → Develop recruitment strategy

```
[Develop recuriment strategy]
        |
        v
[Place ads]
        |
        v
[Gather resumes]
        |
        v
<Resume qualified>
   Yes --> (Arrange meeting with candidate)
   No --> (X end)
```

```
[Arrange meeting with candidate]
        |
        v
[Conduct preliminary interview]
        |
        v
[Develop interview questions]
        |
        v
[Conduct interview]
        |
        v
<Reference ok>
   Yes --> Select candidate
   No --> (X end)
```

```
[Select candidate]
        |
        v
[Determine pat range]
        |
        v
[Make employment]
        |
        v
<Candidate accepts>
   Yes --> Hire candidate
   No --> Select candidate
```

[Hire candidate]