Regular Position Hiring Process

1. **JOB OPENING** is created via new position, vacated position, or department reorganization.

2. **SUPERVISOR** completes Employee Position Questionnaire and/or a Request to Post form

3. Is the previous employee who held the position in the appeals process?

YES

3.a Position **will not** be posted until previous employee has exhausted all of their appeal processes.

NO

3.b Go to 4.

4. **HR Representative** posts Job description for a minimum of seven (7) calendar days with enrolled Oneida Requirement unless the position is funded through grants.

5. **HR Representative** receives applications and coordinates screening.

6. **Screening** is conducted. Screening Committee is the Supervisor, Area Manager (at his/her option), HR Representative and PC member. May use Table of Equivalency. Screening Committee recommends a list of applicants to be interviewed.

7. **HR Representative** completes required checks, i.e. Background Security, Enrollment, Drivers (*if applicable*)

8. **HR Representative** notifies applicants who are screened out.

9. **HR Representative** completes sills testing as required by job description: spelling/math/ accounting/typing/agility, etc.

10. **HR Representative** notifies applicants who have passed skills testing of interview date and time.

11. **Interviews** are conducted based on questions & answers developed by the supervisor. Interviewing Committee is the Supervisor, Area Manager (if he/she participated in the screening process) and two (2) Personnel Commission Members who rank each applicant based upon responses to interview questions. HR Representative serves as Interviewing Officer.

12. **HR Representative** notifies supervisor of the top two (2) ranked applicants.

13. **Supervisor** selects one (*1*) applicant of the top two (*2*) based on Indian Preference. Or may conduct 2nd interviews on top two (2). Informs HR Representative of their decision.

14. **HR Representative** offers applicant conditional job offer, wage/salary offer and schedules pre employment.

15. **Applicant** accepts conditional job offer and passes pre-employment?

YES

15.a **HR Representative** schedules New employee orientation, and notifies employee of starting date

NO

15.b **HR Representative** offers job to 2nd ranked candidate.

Both Applicants decline or do not pass pre-employment test

16. **SUPERVISOR** If both applicants decline the job and/or do not pass the pre-employment test, may choose one (*1*) of the following actions:

16 a Re-post the Position (***Go back to #2***)

16.b Select one (1) of the next two (2) ranked applicants (***Go back to #12***)

May 3, 2013