Upon request HR will assist with screening resumes

Sr. HR Specialist will make resumes available to hiring Supervisors in the event applicant applies for two different positions

Interview potential employee

Job requisition is completed & approved

Hire?

End

Contact Sr. HR Specialist to send denial letter and include application follow-up form with application & resume

**No**

Submit pre-hire paperwork to Sr. HR Specilaist

Start

Upon request HR will assist with reference checks

Results of MVR checks

Contact Sr. HR Specialist to send denial letter and include application follow-up form with application & resume

End

**Unacceptable**

Contact Sr. HR Specialist to confirm salary then contact potential employee to **offer job with** **contingencies**- If accepted HR sends contingent letter (**THE POTENTIAL EMPLOYEE MAY NOT WORK YET)**

Inform Sr. HR Specialist of decline and forward materials including application follow-up form

End

End

**Declines**

Continue onboarding process per Program Orientation Checklist

HR completes all required criminal background & reference checks

Sr. HR Specialist will confirm orientation date with Supervisor. Supervisor will proceed to schedule first program shift

Supervisor to contact potential employee to rescind offer and forward materials including application follow-up form to Sr. HR Specialist

End

**Unacceptable results**

Supervisor contacts potential employee to confirm job offer-**SR. HR SPECIALIST WILL SCHEDULE AGENCY ORIENTAITON**

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Inform Sr. HR Specialist of decline and forward materials including application follow-up form

Contact Sr. HR Specialist to send confirmation letter

End

**Accepts**  **Declines**