

# Applicant Hiring Process Roadmap

## STEP 1

Position is posted

14 – 30+ days

## STEP 2

Apply to the position

15 – 60 minutes

## STEP 3

Applicants are reviewed

up to 14 days

## STEP 4

Interviews are scheduled

7 – 14 days

## STEP 5

Finalist is selected

up to 14 days

## STEP 6

Offer is extended

up to 7 days

## STEP 7

Position is filled

up to 4 days

- Once the Hiring Department finalizes the advertising language, the Talent Acquisition (TA) Team places advertisements and posts the job for a minimum of one week.

- After creating your first application, if you reapply, applying to another position should take no more than 5 – 10 minutes.

- All applicants are formally assessed and reviewed based on the position minimum qualifications, knowledge, skills, and abilities, plus any other preferred qualifications.
- Hiring department partners with TA Team to finalize applicants who are selected to interview.

- Interviews may be held in person, via phone, or virtually.
- Note: There could be several rounds of interviews.

- The hiring department submits rating materials to TA Team to start the process.
- The TA Team submits the job to Affirmative Action, and initiates background, reference, & degree verifications (if applicable).
- For Service positions, TA will schedule a lift test, if applicable.
- For unclassified positions, a salary offer worksheet will be completed by the department and submitted to Compensation for review and recommendation. For Classified positions, the rate is as advertised.

- A verbal offer is made, and the start date is determined.
- Formal offer letter and (if applicable) an employment agreement is initiated and emailed to the approved finalist for signature.
- Applicant is moved into a hired status, which prompts several onboarding tasks.

- The TA Team will notify those applicants who were not selected via a PageUp email notification and move the job into a filled status.



*These are averages. Search timelines may vary.*