IDENTIFY & ASSESS STAFFING NEEDS

1 · 2 · 3

Define and write up job description

↓

Determine classification I

↓

Send personnel request to HR

↓

Determine classification II (if any)

↓

Regular hire?

— Yes →

No ↓

Temp hiring process (.i.e.. contractors, etc)

↓

See Temp hiring process chart for non-profit and for profit organizations

Post job internally

↓

Suitable candidate? — Yes →

No ↓

Post job internally

↓

Suitable candidate? — Yes →

No ↓

Develop recruitment strategy

↓

Place ads and/or source through network if available

↓

Collect and group resumes

↓

Resume qualified? — Yes →

No → X

Arrange meeting with candidate

↓

Conduct preliminary interview

↓

Prepare interview questions

↓

Conduct interview

↓

References ok? — Yes →

No ↓ X

Select candidate

↓

Review file and prepare HR admin process

↓

Determine pay ranage

↓

Make employment offer

↓

Candidate accepts? — Yes → **Hire candidate**

No → X

Notes