**Make employment offer**

**Determine Pay range**

**Select Candidate**

**Arrange meeting with candidate**

**Conduct preliminary interview**

**Develop interview questions**

**Conduct interview**

**References OK?**

**Examine existing resumes on file**

**Suitable Candidate?**

**Develop recruitment strategy**

**Gather Resumes**

**Place Ads**

**Identifying Staffing Needs**

**Define and write up job description**

**Send personnel request from to HR**

**Determine classification**

**Regular Hire?**

**Suitable Candidate?**

**Post job internally**

**HR Hiring Process Flowchart**

Yes

**Resume Qualified?**

No

Yes

No

**Candidate accepts?**

Yes

No

**Temp Hiring Process**

Yes

No

No

No

Yes

Yes

**Hire Candidate**