Recruitment, Interviewing, Hiring Process

1. Vacancy occurs or new position established.
2. When will funds be available for the position AND the job search?
3. What are the organizational needs vis-à-vis the position?
4. Job analysis needed.
5. Consideration of proposals.
6. Job announcement
7. Advertising
8. Use of a search firm
9. Reviewing the applications
10. Telephone interviews
11. On-site interviews
12. Interview panels
13. Evaluation and comparison of potential candidates
14. Candidate choice
15. Job Offer and salary and other negotiated terms
16. Orientation
17. Turnover
18. Exit Interview