

# Recruitment & Hiring Process

## Position Posting

- Manager notifies Recruiter and Business Partner of vacancy
- Review of job description and coordination of reclass (if needed)
- Recruiter notifies Talent Acquisition Specialist of vacancy and potential changes
- Job description updates approved, and uploaded into Neogov
- Manager enters job requisition on Neogov
- Positions posted on City website, Government Jobs, TML, & Work in Texas
- Discuss specialized job boards available and post where and if needed



## Candidate Selection

- Hiring manager reviews applicants from those that meet minimum qualifications
- Interviews conducted with top candidates
- Top candidate selected
- Hiring manager reviews selection with Business Partner and reviews compensation
- Hiring manager makes verbal offer to candidate
- HR creates offer letter to send to candidate



## Candidate Processing

- Candidate signs and returns offer letter
- Anticipated start date set
- Talent Acquisition Specialist works with candidate to complete pre-boarding process (BG check, I-9, W-4, etc.)
- HR notifies hiring manager of new employee's clearance to begin work
- New Employee Orientation (NEO) scheduled by HR
- Department specific on-boarding and training scheduled by hiring manager