**Hiring Process Map**

Purpose: To increase the odds of finding someone with the appropriate skills that will fit within the organization and to provide a standardized system for finding and hiring that person.

**Supplies Needed:** Position Requisition Form (Sample Attached), Interviewing Process Map

**Equipment Needed:** None

**STEPS RESPONSIBILITY**

1. Recognize the need for an employee Dept. Mgr.
2. Determine position, technical skills required Dept. Mgr.
3. Determine desired personal characteristics Team
4. List information on a Position Requisition Form Dept. Mgr.
5. Submit completed form to Upline Manager for approval Dept. Mgr.
6. Upline Manager approves/disapproves Upline Mgr.
7. Return to Dept. Manager (if disapproved) Upline Mgr.
8. Submit to Personnel Department Upline Mgr.
9. Determine personnel marketing source Personnel Dept.
10. Place ad or request for placement Personnel Dept.
11. Supply Interviewing Process Forms Notebook Personnel Dept.
12. Implement interviewing process Interview Leader
13. Submit interviewing results & Notebook Interview Leader

**STEPS**

1. The process begins when someone in the company recognizes the need for a new employee.
2. Using the company Organization Chart, determine the position to be filled and review the contract for that position for accuracy and appropriateness for the job to be performed and for the skills required to successfully complete fill the position. If incorrect work with your manager to determine the skills needed and position contract.
3. Determine, with your team, and those teams that will be affected, the personal traits and skills needed to be successful in the position.
4. List all information requested on the form.
5. Submit the completed form to your manager.
6. Manager will review the request to determine if it is appropriate for the need and fits within the department budget.
7. If the requested hire is inappropriate, due to department needs, budgetary situations or planned changes in structure, meet with the individual who submitted the request to clarify. If all issues are resolved resubmitted the request. If not resolved, determine steps needed to resolve the apparent need for an individual.
8. Submit the completed and approved form to the personnel department.
9. Determine the methodology for finding candidates based on past experience, current resources available, budget constraints and the time allotted to fill the position.
10. If an ad is determined to be the appropriate method for finding candidates determine the format and size. If an outside firm is to be used combine past experience, fee structure, and areas of specialty to determine the proper agency.
11. Immediately upon determining #9 determine the interviewing team, assemble and forward the Interviewing Process Notebook to the team, along with the information regarding the source and time frame for applicants.
12. The department will implement the hiring process per the Interviewing Process Map
13. Upon completing the Interviewing Process all generated information and the Interviewing Notebook will be returned to the Personnel Department for action.

**Position Requisition Form Attached**

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date position available \_\_\_/\_\_\_/\_\_\_

The following technical skills and personal characteristics are required for the above position and should therefore be used as "Evaluation Factors":

1) Technical skills required -

1.\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Additional technical skills desired -

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_

3) Personal characteristics required -

1.\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) Additional personal characteristics desired -

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_

(list any additional skills or personal characteristics on back of form)

Projected earnings/pay scale - $\_\_\_\_\_\_\_\_\_\_\_\_ to $\_\_ -\_\_\_\_\_\_\_\_\_\_ week/month/year

Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_/\_\_\_/\_\_\_\_

Interview Team Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Request for interviewing documents (to above Interview Team Leader)

Including:

1. Interviewing process Notebook and forms
2. Latest Position Contract(s) for requested position

(After hiring return Notebook, Folder and all completed forms to Personnel)

B. Prehire session date with Personnel Department \_­\_\_/\_\_\_/\_\_\_ at \_\_:\_\_\_ am/pm

1. I request that Training Manual for position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be prepared by \_\_\_/\_\_\_/\_\_\_. Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(New Hire Trainer)

1. Manual prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. New Employee Information Sheet prepared by \_\_\_\_\_\_\_\_\_\_\_
3. Both Issued to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(New Hire Trainer)