

Classified Hiring Process

QUICK STEP-BY-STEP PROCESS FOR ADMINISTRATORS

1

REQUISITION

Using IK12, submit a requisition to fill a classified vacancy

The Personnel Commission recruitment and testing process begins once the **requisition** is fully executed and routed to PC staff.

2

INTERVIEW

Interview the candidates certified by PC staff

The **interview** is intended to assess for fit. We recommend putting together a panel to assist with the selection process.

3

SELECTION

Select from the candidates certified and return completed cert list to PC

Once you **select** a candidate, send us the completed certification list along with notes and/or emails from candidates that declined interview or failed to show up.

4

IT & OFFICE SPACE SETUP

Contact IT and Facilities for tech and work space setup

Once PC staff notify you that the candidate has cleared onboarding, reach out to **IT and Facilities for tech and work-space setup.**