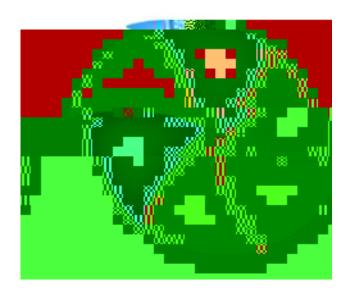
Hop (*Don't Skip*) Your Way Through the Employment Process!



- Assess / Intent to Hire
- 2. Post / Application Review / Interviews
- 3. Hire PAR / Cleared to Work / Start Date
- 4. Employment Packet
- 5. Accountability & Compliance

1. Assess Your Need and Complete the Intent to Hire Form

Based upon the need and your entity's budget, can your entity employ? Create a Job Description.

Complete the Intent to Hire form and send to HR with the Job Description. HR will communicate approval, approval with needed of change(s), or deny.