

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



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.

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