**Vacancy**

* Manager and Director meet to discuss and approve open position
* Manager and HR discuss Hiring process, develop timeline

**Posting**

* Manager creates posting following template
* Manager sends completed posting to HR
* HR posts open position
* Manager and HR review resumes

**Interviews**

* Manager and HR review interview questions
* HR Schedules phone interviews
* Manager conducts phone interviews
* Candidates schedules for in-person interviews
* HR schedules in-person interviews
* HR reserves Admin Conference Room
* Manager and HR conduct interviews
* Manager and HR discuss interviewees’ qualifications and select a candidate

**Candidate** **Selected**

* Manager checks references
* Manager and HR discuss a start date and orientation
* HR makes offer to the candidate, sends offer letter, and background check link

**Offer** **Accepted**

* Manager completes HR Action Form
* Manager sends welcome email to all staff a few days prior to start date
* HR coordinates and conducts orientation
* HR sends new hire paperwork to city