

# The Hiring Process

1. Employer posts a vacant position
2. Candidates apply
  - Almost always on line
  - Maybe through a recruiter
  - Networking doesn't obviate need to apply
3. Candidate resumes reviewed – **1<sup>st</sup> decision point**
  - Continue in process
  - Not continue in process

# The Hiring Process (cont.)

## 4. The interview process

- May have a preliminary phone interview – **2<sup>nd</sup> decision point**
  - Usually 30 – 45 minutes
- On-site interview
  - The employer is interested
  - Opportunity to get to know each other
  - Your chance to demonstrate your qualifications
  - Usually several interviewers

# The Hiring Process (cont.)

5. The selection process – **3<sup>rd</sup> decision point**
  - Employer assesses interviews and makes a decision
  - Candidate assesses interview and makes a decision
  - Reference checks by employer
  
6. Job Offer
  - Employer crafts and extends an offer
  - Candidate responds
    - Counter offer
    - Decline
    - Accept

# The Hiring Process (cont.)

## 7. On boarding process

- Background check
- Drug screen/physical
- Relocation (if applicable)
- Getting started