Applicant Hiring Process Roadmap

**STEP 1**: Position is posted
- 14 – 30+ days
- Once the Hiring Department finalizes the advertising language, the Talent Acquisition (TA) Team places advertisements and posts the job for a minimum of one week.

**STEP 2**: Apply to the position
- 15 – 60 minutes
- After creating your first application, if you reapply, applying to another position should take no more than 5 – 10 minutes.

**STEP 3**: Applicants are reviewed
- up to 14 days
- All applicants are formally assessed and reviewed based on the position minimum qualifications, knowledge, skills, and abilities, plus any other preferred qualifications.
- Hiring department partners with TA Team to finalize applicants who are selected to interview.

**STEP 4**: Interviews are scheduled
- 7 – 14 days
- Interviews may be held in person, via phone, or virtually.
- Note: There could be several rounds of interviews.

**STEP 5**: Finalist is selected
- up to 14 days
- The hiring department submits rating materials to TA Team to start the process.
- The TA Team submits the job to Affirmative Action, and initiates background, reference, & degree verifications (if applicable).
- For Service positions, TA will schedule a lift test, if applicable.
- For unclassified positions, a salary offer worksheet will be completed by the department and submitted to Compensation for review and recommendation. For Classified positions, the rate is as advertised.

**STEP 6**: Offer is extended
- up to 7 days
- A verbal offer is made, and the start date is determined.
- Formal offer letter and (if applicable) an employment agreement is initiated and emailed to the approved finalist for signature.
- Applicant is moved into a hired status, which prompts several onboarding tasks.

**STEP 7**: Position is filled
- up to 4 days
- The TA Team will notify those applicants who were not selected via a PageUp email notification and move the job into a filled status.

These are averages. Search timelines may vary.