

PROCESS FOR FILLING VACANCIES

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graph LR; A((PROCESS FOR FILLING VACANCIES)) --- B((1)); A --- C((2)); A --- D((3)); A --- E((4)); A --- F((5)); A --- G((6));
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1

VACANCY BECOMES AVAILABLE

2

SECURE JOB DESCRIPTION

POST on Talent Ed

3

REVIEW ALL APPLICATIONS

Use Matrix to help you “weed” out

4

PLAN FOR INTERVIEW

Need: Interview Committee, Questions, Rubric, Confidentiality Agreement Form

5

CONDUCT INTERVIEWS

Tally/Scoring Sheet

6

SUBMIT RECOMMENDATION

Along with ALL documents to Human Resources