Civil Service Hiring Process Workflow
Effective 10/01/2018

- **Job description meets existing Civil Service classification**
  - **Custom Classifications**
    - **Overtime-Exempt Classifications**
    - Unit creates posting
    - Applicants apply directly to posting using applicant profile & uploaded materials
    - During posting, IHR staff meets with Unit search committee about Civil Service process
    - IHR staff and Unit search committee review candidates; IHR sends referral to Unit and notifies candidates, Unit reaches out to candidates
    - Search committee/Unit begins interview process
    - Unit selects candidate
    - IHR reviews salary request, processes background check
    - Employment completes hiring process
  - **Traditional Classifications**
    - **Overtime Non-Exempt Classifications**
    - IHR creates posting
    - Applicants apply using traditional Civil Service application and exam request
    - IHR staff determine if applicant meets minimum qualifications
    - IHR tests and scores qualified applicants
    - IHR creates register, sends referral to Unit, notifies referred candidates
    - Unit initiates HRFE and completes onboarding

- **New or Modified Processes**
  - **Custom Classes**
  - **Overtime Exempt**
  - **Overtime Eligible**