

Hiring program makes a request to fill a vacancy. Request is approved by Human Resources.

Posted Internally

Posted Externally

Position is posted on DNR Central (Intranet webpage). Current Vacancies email sent to all staff.

Certificate (Merit Register) is pulled and availability letters are sent out by postal mail.

Interested internal applicants respond to HR email with resume/EASE application, transcripts, and completed background check form.

Interested applicants respond to HR by mail/fax/email with resume/EASE application, transcripts, and completed background check form.

Human Resources determines eligibility for each candidate.

Program offers position to candidate and sends start date to HR.

Applicant information is sent to the hiring program.

HR approves Hiring Recommendation and sends notification of approval to hiring program.

New hire completes necessary paperwork within first 3 days of employment. New hire is scheduled to attend New Employee Orientation.

Hiring program reviews each candidate for eligibility to determine who will be interviewed.

Program selects a candidate and prepares a Hiring Recommendation

Interviews are conducted