

Hiring Gateway Recruitment Process for ADOA-Supported Non-Satellite Agencies

- Step 1: Personnel Liaison reviews PDQ and prepares Hiring Gateway requisition form (PD505), indicating brief job description, KSAs and desired posting time. Personnel Liaison ensures approval for the hire was received in writing from the Agency Head or delegated authority and retains signed originals in their files.
- Step 2: Personnel Liaison e-mails requisition to ADOA (for all covered, uncovered, and direct hire positions) at staffing@azdoa.gov, the staffing mailbox.
- Step 3: Monitor for staffing mailbox assigns requisition to Recruiter.
- Step 4: Recruiter creates requisition, drafts and posts job announcement to appropriate state job board, and e-mails Personnel Liaison to review (and modify or approve) (within -3 business days).
- Step 5: Personnel Liaison modifies and/or approves posting via return e-mail to Recruiter. Recruiter makes any necessary changes to job board posting.
- Step 6: Interested candidates submit resumes to apply for specific position.
- Step 7: Posting Close Date / First Review Date. Recruiter has reviewed resumes and determined list of qualified candidates. Recruiter removes posting from Job Board (if applicable).
a) Not enough candidates: Recruiter will discuss options with Personnel Liaison: extend posting; determine alternate recruiting sources; other?
b) Sufficient number of candidates: Recruiter e-mails Personnel Liaison the link to the automated hire list showing requisition details, list of qualified candidates and their resumes. (If the Agency is not equipped to receive the automated hire list, Recruiter will e-mail Word or Adobe documents containing the above.)
- Step 8: Personnel Liaison forwards resumes to Hiring Supervisor, who conducts interviews and makes offer.
- Step 9: Personnel Liaison e-mails annotated list with comments, along with name, start date and salary of new hire, to Recruiter.

➤ **Note:** In an effort to avoid public disclosure of Social Security Numbers (SSN), please provide the new hire's SSN by contacting the Recruiter via telephone.
- Step 10: Recruiter reviews annotated list to ensure rule of 3 (if applicable) and closes out requisition with candidate information, which will populate HRIS (if applicable).