

RECRUITMENT PROCESS

for ADOA-Supported Non-Satellite Agencies (NSA)

Step 1	<p>NSA Personnel Liaison reviews PDQ and completes <u>Personnel Requisition Form</u> (including brief job description, KSAs, desired posting time and any additional advertising requested).</p> <ul style="list-style-type: none">✓ Justification to Fill is attached (for cabinet level agencies only) if current headcount is above or equal to maximum.
Step 2	<p>NSA Personnel Liaison emails <u>Personnel Requisition Form</u> to ADOA Staffing mailbox (staffing@azdoa.gov).</p>
Step 3	<p>ADOA Recruiter creates requisition, drafts and posts job announcement to appropriate job board(s) within 3 business days and emails NSA Personnel Liaison to review, modify or approve posting as applicable, and determine resume screening preferences.</p>
Step 4	<p>NSA Personnel Liaison modifies and/or approves job announcement by responding to ADOA Recruiter's email & ADOA Recruiter makes any necessary edits and posts job announcement.</p>
Step 5	<p>ADOA Recruiter screens resumes according to NSA Personnel Liaison's instructions. Options for NSA Personnel Liaison are:</p> <ul style="list-style-type: none">✓ Closing date – The job announcement will be automatically removed from job boards at 11:59 PM on specified date.✓ Open until filled – ADOA recruiter will screen resumes for desired qualifications and move them to the "Hiring Manager Review Tab" by specified review date(s).✓ All resumes reviewed by the hiring manager – ADOA Recruiter will not screen applicants; instead will place all resumes received in the "Hiring Manager Review Tab."
Step 6	<p>NSA conducts interviews and extends offer to qualified candidate(s).</p>
Step 7	<p>NSA Personnel Liaison completes the "Interview and Selection Form" to include the names of individuals interviewed as well as the name, start date and salary of selected candidate(s).</p>
Step 8	<p>NSA Personnel Liaison calls Recruiter with selected candidate's social security number.</p>
Step 9	<p>ADOA Recruiter closes requisition with candidate information, which will populate in HRIS.</p>