



How to Request a Job Opening:

- * Submit Job Form
 - * Ensure you have an updated Job Descriptoon saved in the G Drive
 - * G:\Human Resources\For All Staff\Job Descriptions and Competency Dictionary\Job Descriptions
 - * Ensure you have approval from your Manager / Director for the new or backfill role
- * HR will submit to Finace for budget approval and review salary for internal equity
- * HR will condcut an intake meeting to review the Job Posting, Social Media Strategy and Hiring Process
- * If approved, HR will post and submit the Social Media plan to Communicaitons
- * HL to reshare the Social Media post on thier own accounts to challenge / entice peopel to apply and be part of their team



} HL = Hiring Lead Actions



} HR = Human Resources Action