

Hiring Protocol & Timeline

Position to be filled:

Job Description to be drafted by: (date) (author)

Reviewed by: (team)

Finalize job description by: (date)

Post job description by: (date)

Locations to post: *(choose from the following)*

1. Springboard for the Arts
2. MN Playlist
3. Facebook & Website
4. MN Job Connect (free - email JobConnectMN@co.ramsey.mn.us)
5. Craigslist
6. Monster.com
7. Indeed.com

a. **TOTAL COST:** \$ _____

Application Review Committee: (team)

Criteria for Initial Filter:

Who oversees this process: (name)

1. Submitted application materials as requested by the job post
2. Relevant experience
3. No serious formatting errors
4. Additional

First filter to be completed by: (date)

Criteria for Second Filter:

Who oversees this process: (name)

- 1.

Second filter to be completed by: (date)

Top ___ (#) applicants to be interviewed will be notified by: (date)

Preliminary interviews will occur: (date range)

Secondary interviews will occur: (date range)

Final hiring decision will be made by: (team)

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Training will begin: (date) supervised by: (names)
Orientation will be on: (date) with the following other hires: (names)