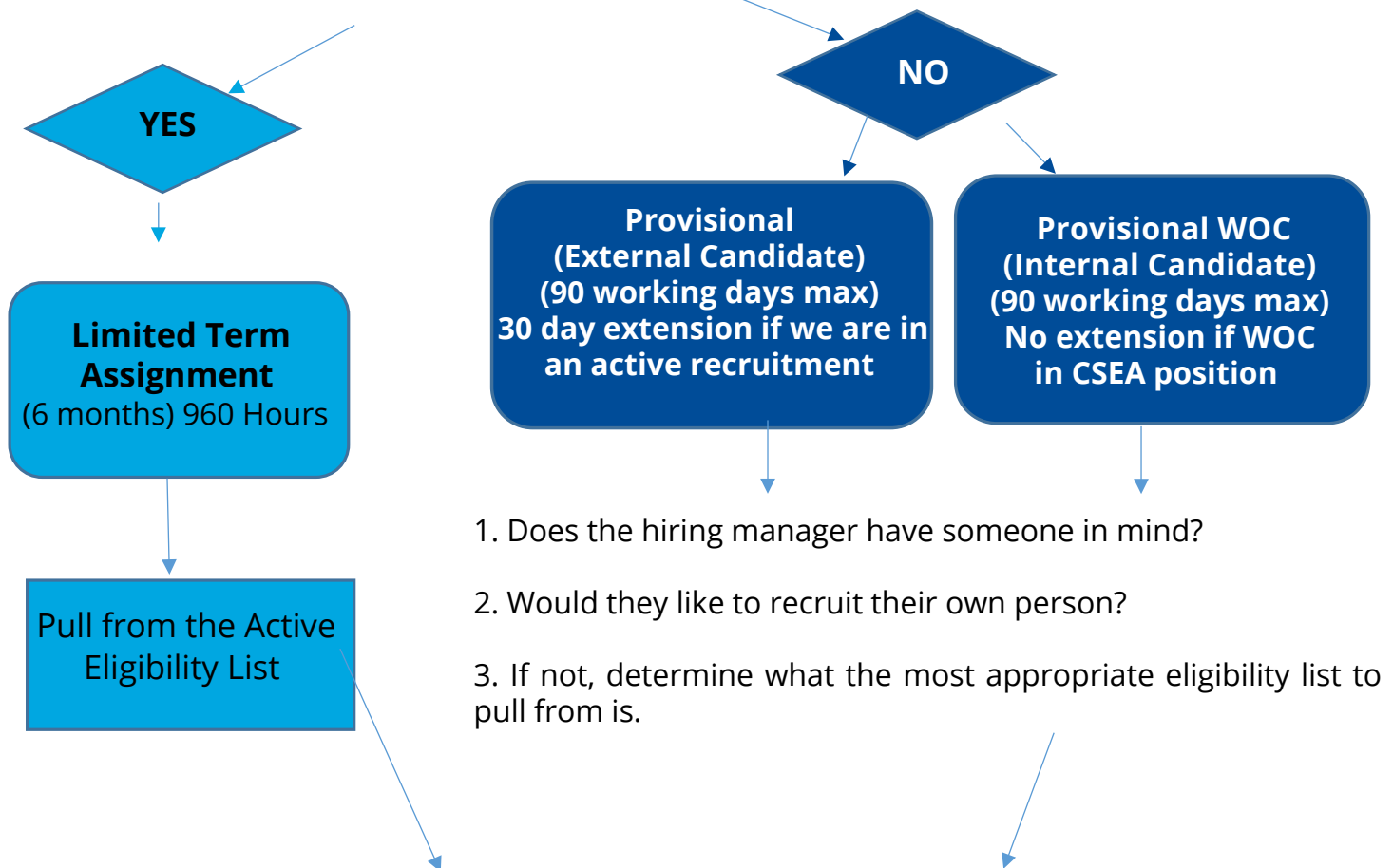


REQUEST TO FILL A TEMPORARY ASSIGNMENT

START HERE!

- Hiring manager submits a PBAR
- Contact Personnel Commission (PC) for options
- After the PBAR is approved the hiring manager enters an Employment Request into ISIS or contacts the PC for a Working Out of Class (WOC) Form
- PC checks applicable employment lists

Is there an Active Eligibility List?



FINAL INTERVIEWS (TEMPORARY ASSIGNMENTS)

- PC polls eligibility list.
- Sets up and conduct interviews.
Ensure there are questions, rating sheets and applicable employment list.
- Selection made by hiring manager.
- PC does reference checks.
PC makes Conditional Offer of Employment- (Step A ONLY for external candidates). PC forwards paperwork to HR for processing.
HR arranges TB and fingerprinting.
- HR contacts department to coordinate start date.