

Employment Selection Process Flowchart

Candidate Applies Before Application Closing Deadline



Records Check



Written Examination Administered



Applicant Notified of Passing/Failing Test Score



Typing Test



Oral Interview



Conditional Offer of Employment



Background Investigation



Medical Examination



Psychological Examination



Candidate Selected

- Candidates must be successful in each phase of the selection process.
- Candidates may be eliminated or disqualified at any point in the process for failure to meet the criteria.
- Process from application deadline typically takes 60 to 120 days.

Candidates who fail the written exam shall be notified in writing and may re-apply when the position is re-opened. Candidates who fail the oral interview, background investigation, medical exam, or psychological screening portion of the process shall be notified in writing.