Hop (*Don't Skip*) Your Way Through the Employment Process!

1. **Assess Your Need and Complete the Intent to Hire Form**
   Based upon the need and your entity's budget, can your entity employ?
   Create a Job Description.
   Complete the Intent to Hire form and send to HR with the Job Description.
   HR will communicate approval, approval with needed of change(s), or deny.

1. **Assess / Intent to Hire**

2. **Post / Application Review / Interviews**

3. **Hire PAR / Cleared to Work / Start Date**

4. **Employment Packet**

5. **Accountability & Compliance**