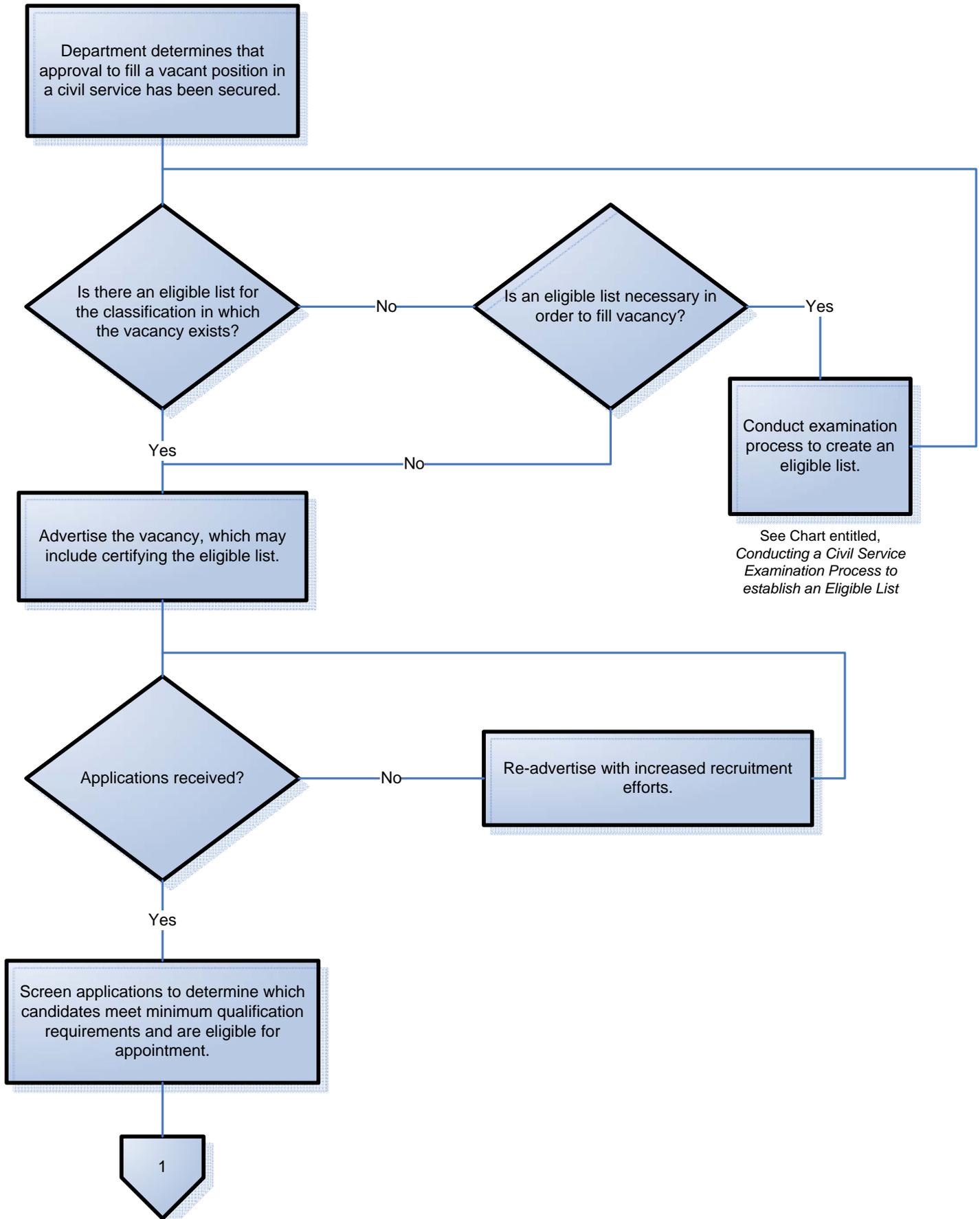


Typical Steps in the State's Civil Service Selection Process

(Extracted from the State Personnel Board Selection Manual)



Determine which candidates to consider further in the selection process.

Develop job-related hiring interview questions and scoring criteria.

Determine who will serve on hiring interview panel.

Schedule hiring interviews.

Conduct hiring interviews.

Determine for which candidates to conduct reference checks and reviews of previous employment.

Notify those candidates for whom reference checks will be conducted.

Develop reference check questions and evaluation criteria.

