**ADMINISTRATIVE STAFF RECRUITMENT PROCESS**

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| **Workflow Steps** | **Responsible** |
| Publication of the announcementRequesting PersonnelObtaining ApprovalsDetermination of Personnel CriteriaEvaluation of applicationsPre-interviewCollection of applications | Related Unit ManagerHuman Resources DirectorateGeneral SecretariatHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateInterviewHuman Resources DirectorateCandidate Information and Employment ProceduresRecruitment Approval FormJob OfferFeedback to Negative CandidatesReference ResearchIdentifying Positive CandidatesHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources Directorate |
| Informing the Relevant UnitsEmployment Announcement(All University)Personnel ID Card DeliveryYÖKSİS/İGSP RegistrationSSI EntryEmployment ContractEmployment Document Request | Human Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources Directorate |
| OHS TrainingPeriodic Physical ExaminationOrientation | Human Resources DirectorateWorkplace PhysicianOHS Expert |