**ADMINISTRATIVE STAFF RECRUITMENT PROCESS**

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| **Workflow Steps** | **Responsible** |
| Publication of the announcement  Requesting Personnel  Obtaining Approvals  Determination of Personnel Criteria  Evaluation of applications  Pre-interview  Collection of applications | Related Unit Manager  Human Resources Directorate  General Secretariat  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Interview  Human Resources Directorate  Candidate Information and Employment Procedures  Recruitment Approval Form  Job Offer  Feedback to Negative Candidates  Reference Research  Identifying Positive Candidates  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate |
| Informing the Relevant Units  Employment Announcement  (All University)  Personnel ID Card Delivery  YÖKSİS/İGSP Registration  SSI Entry  Employment Contract  Employment Document Request | Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate |
| OHS Training  Periodic Physical Examination  Orientation | Human Resources Directorate  Workplace Physician  OHS Expert |