



## City of Fishers Hiring Process Overview

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b><u>SUBMIT A JOB APPLICATION</u></b>	<b><u>APPLICATION REVIEW</u></b>	<b><u>INTERVIEW PROCESS</u></b>	<b><u>CONDITIONAL JOB OFFER</u></b>	<b><u>CONFIRMED JOB OFFER</u></b>
<ul style="list-style-type: none"> <li>• Review postings</li> <li>• Match qualifications with skills and interests</li> <li>• Complete and submit full application</li> <li>• Incomplete applications may not be reviewed</li> <li>• Job postings may stay active until the position is filled. <b><u>Applicants not selected will be notified by email when the recruitment process is closed.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Applications are reviewed and evaluated based on requirements of the position</li> <li>• Those accepted for further consideration will be contacted. This could be by text, phone, or email. Check your messages frequently during the process.</li> <li>• The screening process may take several weeks.</li> </ul>	<ul style="list-style-type: none"> <li>• Hiring managers identify candidates to interview.</li> <li>• If selected, you will be invited to participate in the interview process.</li> <li>• The interview process may have multiple rounds and could involve a panel interview.</li> </ul>	<ul style="list-style-type: none"> <li>• If selected, you will receive a conditional job offer.</li> <li>• After receiving the offer, additional post-offer checks will be conducted including background checks and driving record review if applicable to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Upon clearing all post-offer checks, Human Resources and your supervisor will communicate next steps in the on-boarding process.</li> <li>• We recommend waiting to turn in notice at your current employer until after you have cleared all post-offer checks.</li> </ul>