



ADMINISTRATIVE PERSONNEL STAFFING APPROVAL AND RECRUITMENT WORKFLOW

Workflow Process	Responsible
The need for Administrative Personnel is determined and presented to the Secretary General's Office.	Unit Supervisor Department of Human Resources
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Following evaluation and suitability assessment, the matter is presented to the Board of Trustees.	Secretary General's Office
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Board of Trustees Approval	Board of Trustees
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In line with the requests, the vacancy announcement is prepared and published.	Department of Human Resources
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Applications undergo preliminary evaluation, and applications that may be favourable are forwarded to the Unit Supervisor and the Secretary General's Office.	Department of Human Resources
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Interviews are conducted with the favourable candidates.	Department of Human Resources
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Following the suitability assessment, the favourable candidate's interview and candidate evaluation form are presented to the Board of Trustees.	Department of Human Resources
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Board of Trustees Approval	Board of Trustees
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A job offer is presented to the candidate.	Department of Human Resources
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The list of documents required for recruitment is sent to the candidate.	Department of Human Resources
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The recruitment documents are submitted to the Department of Human Resources.	Newly recruited personnel
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Official recruitment procedures (Social Security, Unemployment Insurance, Work Permit) are carried out. The personnel contract is prepared and the signature process is completed.	Department of Human Resources
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A CAU360 Personnel Account is opened.	Department of Human Resources
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The Appointment File, personnel documents, official recruitment documents, and contract are archived.	Department of Human Resources
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The process is completed.	Department of Human Resources