Process begins when hiring manager needs to hire temporary staff.

1. **Dept Requestor**
   - Verify Candidate has Active Application
   - Contact candidate for verbal agreement to move forward with hiring
   - Candidate agrees?
     - **NO**: Go To Pg3
     - **YES**: Create/Revise Appointment Form
       - Route for Approvals
         - Level 2 Needed?
           - **NO**: Go To Pg2
           - **YES**: Approve Appointment
             - Go To Pg2

2. **Candidate**
   - Approve Appointment

3. **Approval Level 1**
   - Approve Appointment
From Pg2 F

Review

Create Job Record

End

From Pg1 A

From Pg2 E

HR Records