**Template – Hiring Steps**
**NCCE HR User**

### 2.4 Hiring Steps

**Last Update 9/13/05**

#### View/Edit Approved Template - County Extension Director

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On this screen, specify the hiring steps for this position. These are the approval steps that an applicant may go through for this position.

When finished, click **Continue to Next Section>>**.

**Hiring Steps**

- **Step 1:** Under Review by Human Resources
- **Step 2:** Referred to Hiring Department
- **Step 3:** Interviewed
- **Step 4:** First Choice Candidate Selected for Offer
- **Step 5:** Process Complete
- **Step 6:** Process Complete
- **Step 7:** Process Complete

**Options:**
- Process Complete
- Referred to Hiring Department
- Under Review by Human Resources
- Contacted Applicant
- Interviewed
- Finalist
- Pooled Applicant Under Review
- Applicant Screened
- Test & Interview
- Interview Only
- References Pending
- Screening
- Cleared for Placement
- Interview Pending (UTS)
- Interviewed (UTS)
- Under Review by UTS
- First Choice Candidate Selected for Offer