

# PDG Hiring Process



## PDG FTE Hiring Process Flow

1. HR reviews external resumes
2. HR forwards valid resumes to Hiring Manager
3. HR contacts candidate and conducts initial phone screen and forwards information to Hiring Manager along with recommendations for candidate interviews.
4. Skills interview scheduled either in-person or over the phone with hiring manager
5. Panel interview and skills assessment scheduled (for certain roles).
6. Offer
  - a. Hiring Manager extends verbal offer and contacts HR to e-mail candidate copies of the PTO policy and benefits summary
  - b. Hiring Manager notifies HR of verbal commitment from candidate
  - c. HR extends written offer, contingent upon a satisfactory reference review and background check
  - d. HR conducts reference review and background check