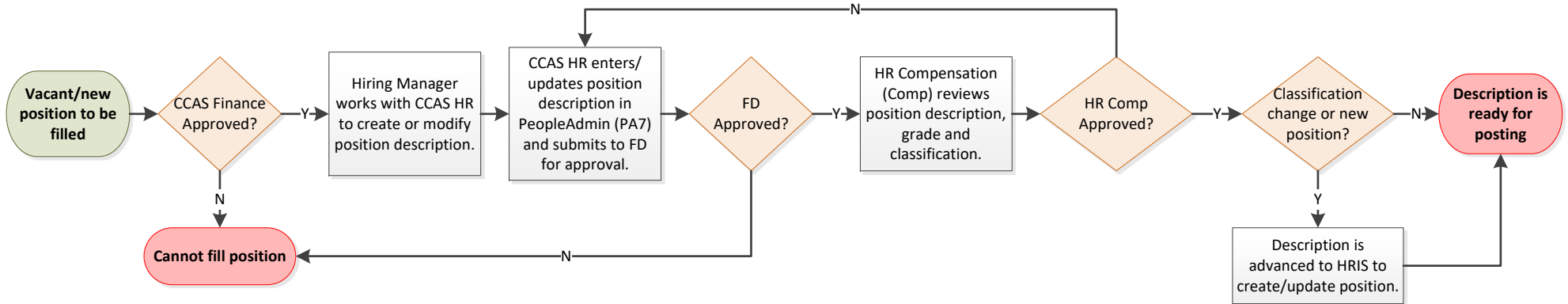
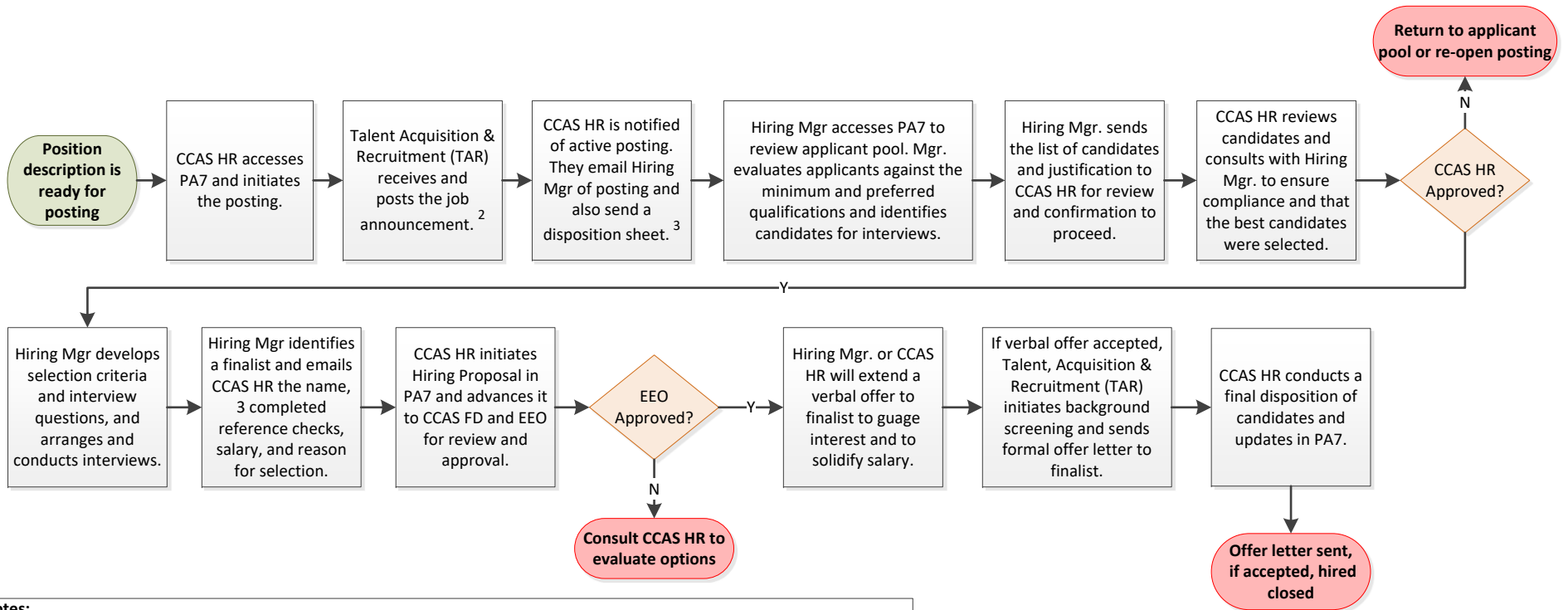


Hiring Regular Staff¹

CREATE/MODIFY POSITION DESCRIPTION



POST POSITION and HIRE FINALIST



Notes:
 1 Regular staff positions are part-time or full-time, benefitted positions. For temporary positions, see the *CCAS Process for Hiring Temporary Employees*.
 2. All job announcements must be posted for a minimum of 3 days.
 3. A disposition sheet is completed by the Hiring Manager and identifies applicants who did not meet the job criteria or were not selected, and the reason why. Applicants can be disposed at any point during the selection and hiring process.

For more information, please see **Section 3** of the **CCAS Staff Manual and Resource Guide**.