





# Recruitment and Selection Process











Here is your step by step guide to the Recruitment and Selection Process.

1. Visit the Alamo Talent Recruit tab to create job postings. See the ATS (Applicant Tracking System) Quickguide for assistance. All jobs will remain posted for a minimum of 10 days or 30 days (Administrators and Full time Faculty), or Adjunct/CE requisitions are open for 6 months.
2. Schedule a Hiring Briefing with your HR Partner if you have not attended one within the last calendar year.
3. For those who are new to Alamo Colleges or new to using the system, schedule an ATS (Applicant Tracking System) training session with Employment. Classes are offered online or in a classroom setting. Registration for these sessions is found in Alamo Talent.
4. When a position is posted, it will be assigned to an Employment team member who will be the department point of contact and will assist with the posting and selection process.
5. Use the appropriate Flag(s) to recommend the selected candidate, and to update the status of candidates in the requisition.

Select Flags

Add or remove application flags

Remove	Color	Title	Description
		Recommend for hire	Request HR to proceed with pre-employment screening and potential offer.
		Reviewed	Application has been reviewed.

Add	Color	Title	Description
		Executive Review	Applicant is being sent for executive review.
		Faculty - Send for Executive Approval	Hiring Committee recommends applicant. Provide to Dean for approval and creation of hiring documents.
		Final Department Review	Final review before recommend to hire
		Interview Finalist	Applicant has been selected as a finalist for this application.
		Interviewed	Applicant has been interviewed for this position

Done Cancel

## Contact Us

- Employment Team Directory
- HR Department Directory
- Track-It for Employment Service Requests (in ACES)
- CE Hiring Contact

### Quick Links:

- Interview Tips
- Interview Questions
- Compensation Plan
- ATS Quick Guide