ALAMO

Human Resources

Site Actions -

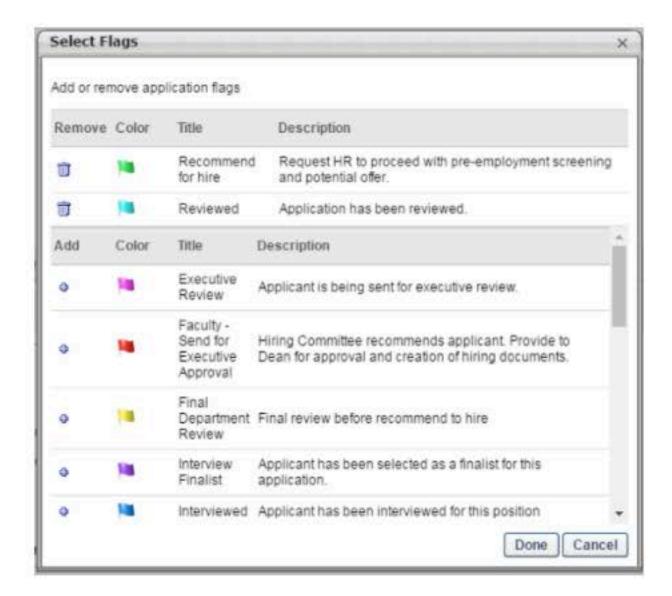
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Recruitment and Selection Process

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

- 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.
- 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.



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