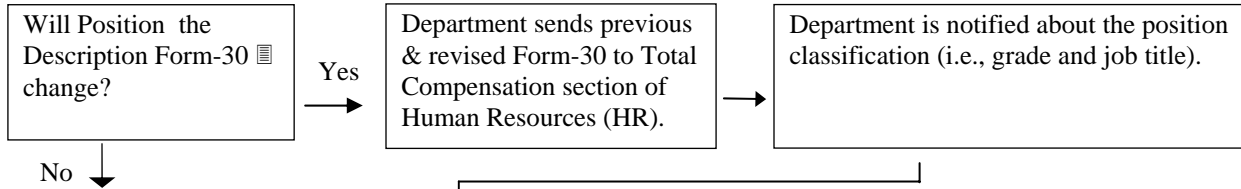
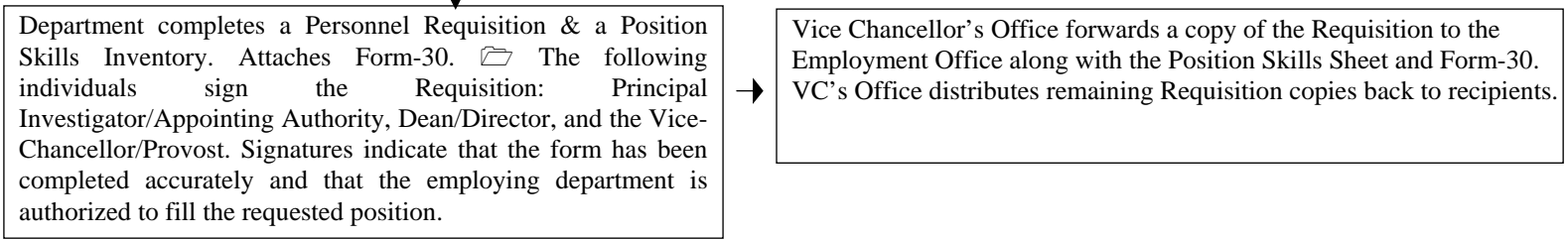


HIRING PROCESS FOR CLASSIFIED & HOURLY EMPLOYEES

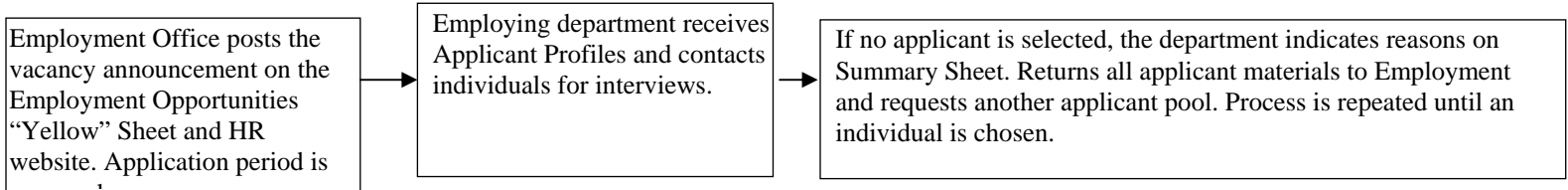
1. PREPARATION



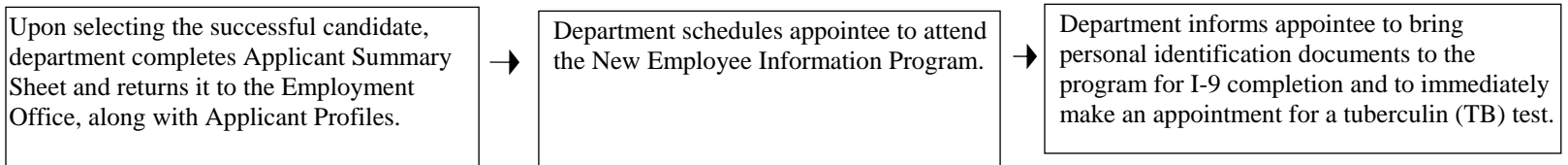
2. APPROVAL



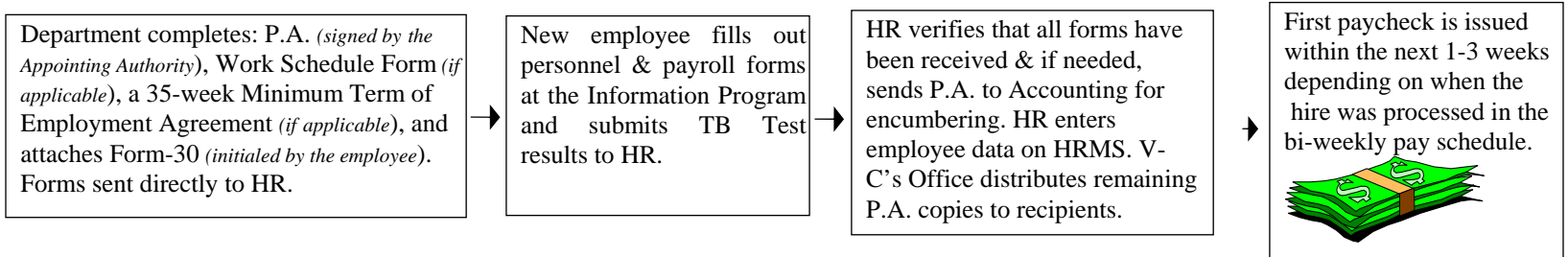
3. ADVERTISING



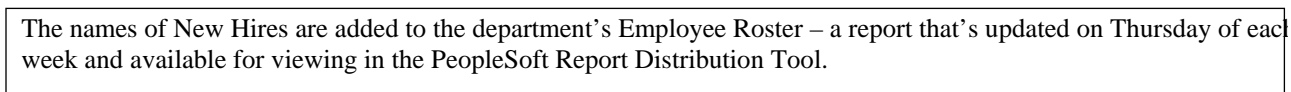
4. SELECTION



5. PAYROLL PROCESSING



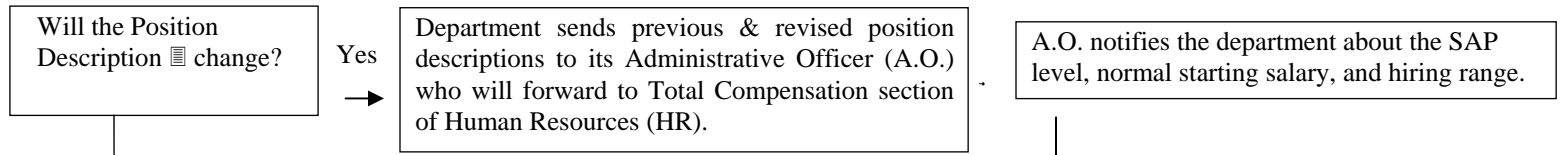
6. REPORT ISSUED



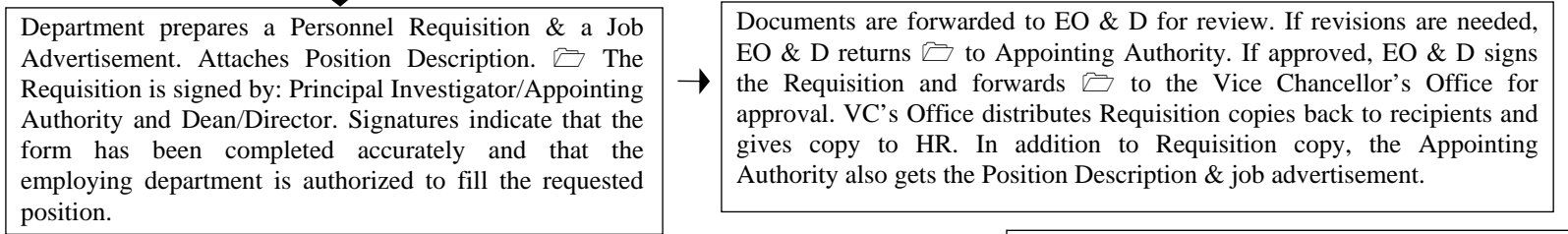
Procedures may vary by executive area. Additional steps may be required in the event of a hiring freeze, early retirement incentive program, reduction in force, etc.

HIRING PROCESS FOR PROFESSIONAL STAFF

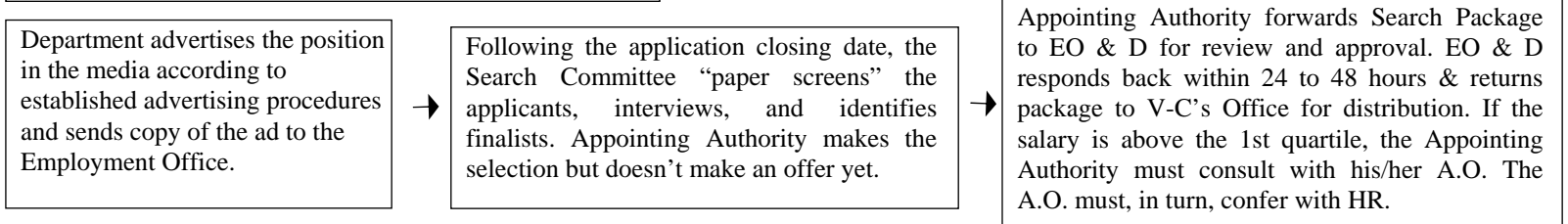
1. PREPARATION



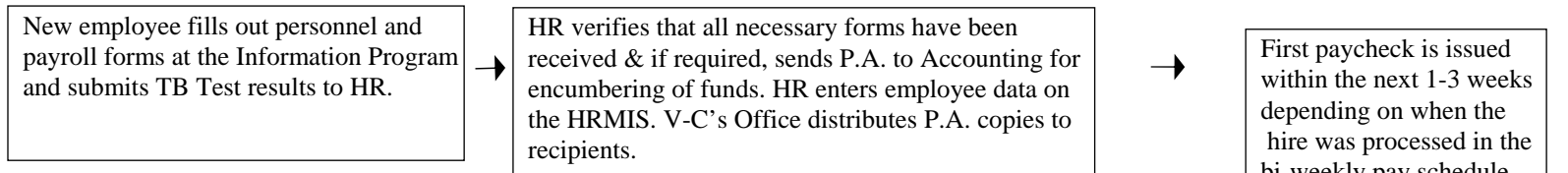
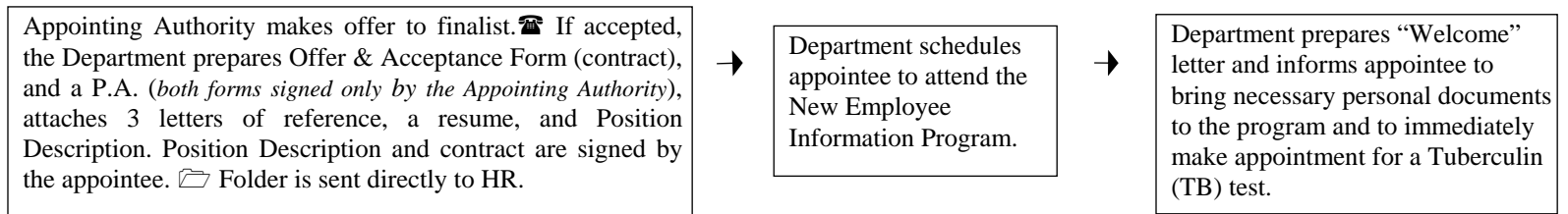
2. APPROVAL



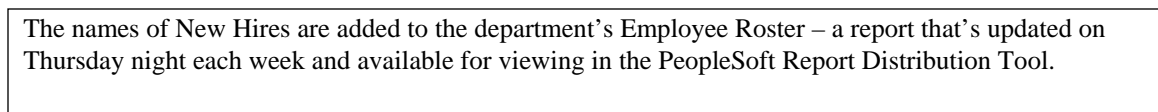
3. ADVERTISING, SEARCH & SELECTION



4. APPOINTMENT PROCESSING



5. REPORT ISSUED



Procedures may vary by executive area. Additional steps may be required in the event of a hiring freeze, early retirement incentive program, reduction in force, etc.