Stations Sample Flowchart

Check-In Station
(Sign in/registration to collect names of candidates and the job title(s) they are interested in)

Greeter Station
(Directing applicants to LWC bus/computer lab or to SCS to qualify applications and CPG level)

Application Station
(Candidates will apply for positions on LWC bus or using a computer lab if one is available through the venue)

Waiting Area
(Multiple waiting areas may be needed)

Civil Service Work Station
(Evaluating applications, qualifying to highest CPG level, providing information about state employment)

Screening Station
(If needed, such as fingerprinting, background check, drug screen, Diana Screen, etc.)

Skills Assessment Station
(Writing sample or other skills assessment)

Interviews Station
(Keep in mind that multiple interview panels will be needed to keep an orderly flow of moving candidates through the process)

HR Station
(Conditional offers, onboarding information, pre-hire packets)

Check Out Station
(Candidates should be given all important documents, contact information, and clear instructions on the next steps in the process before leaving)