



The Hiring Process

Step 1: Apply Online

- [Complete the online application via The City of Columbia Career Portal](#)
- Don't forget to review your application for accuracy and apply for each position of interest. An incomplete application will delay the process.

Step 2: Interview and Recommendation

- Interview
 - The hiring managers of a respective department will determine which applicants to invite for an interview.
 - If the Supervisor needs more information or would like to set up an interview, the applicant will be contacted directly via phone or email.
- Recommendation
 - Once interviews are complete, the Supervisor will inform the applicant of the department's interest in recommending them for the position and begin the pre-employment process (which includes setting the applicant up for their health assessment, drug screening* and filling out pre-hire paperwork).

Step 3: Recommendation for Employment

- Upon receiving a recommendation for employment, Human Resources will review the applicant's application for completeness and relevant credentials.

Step 4: Onboarding

- All required documents, including relevant education documentation (degrees), certification(s), etc., are to be submitted to Human Resources.
- Once the Human Resources pre-employment process is complete, the applicant will receive an offer letter confirming the start date.





- Once approved for hire, the applicant will be sent an email containing the start date, point of contact, notice of additional documents to bring on the start date and insurance information.

Step 5: Orientation

- During orientation, at the position location, the applicant will complete insurance selections, direct deposit information and additional department paperwork.

**The City of Columbia is a drug-free workplace.*

Effective





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