Cross-functional Process Map - District human resources recruitment example

Start
position vacant

Health facility manager

Reports staff loss/open position to DDHS

District Directorate of Health Services (DDHS)

Notifies DAO of staff loss

District Admin Officer (DAO)

Declares position open

District Services Commission (DSC) Chair

Enough positions to convene DSC?

Yes

Waits until enough positions

No

DSC

Reviews declared positions

Candidate

Interview Panel

Enough positions to advertise?

Yes

Advertises positions

Continue to page 2, Candidate

No

End position vacant
Cross-functional Process Map - District human resources recruitment example (continued)

DSC
- Receives applications
- Short-lists applications
- Convenes interview panel
- Selects & notifies DDHS & candidates

Candidate
- Submits application
- Shortlisted?
  - Yes: Interviews for the position
  - No: Identifies another position
- Selected?
  - Yes: Presents to DDHS office, Reports to duty station
  - No: Sends recommendations to DSC

Interview Panel
- Interviews short-listed candidates
- Sends recommendations to DSC

End position filled
- Receives & orients new staff
- Advises selected candidates of postings/duty station

Health facility manager
- District Directorate of Health Services (DHFS)
- District Admin Officer (DAO)
- District Services Commission (DSC) Chair