7(b). HCCS Current State Hiring Process (Competitive Hires) – Day of Entrance on Duty

- **Candidates**
  - Pre Entrace on Duty (EOD)
  - Before candidate arrival: Prepare orientation facilities
  - Arrive at EOD location
  - Validate candidate forms are complete
  - During orientation: Guide new employees through In-Processing forms
  - Provide CAC or temporary badge to new employees
  - Obtain CAC or temporary badge
  - Report to designated Line Office

- **OEC**
  - Arrive at EOD location
  - Arrive at EOD location
  - Validate candidate forms are complete
  - During orientation: Serve as emcee and Presenter support
  - Escort new employees to Common Access Card (CAC) area for badging
  - Review, sign, and confirm In-Processing forms
  - Post EOD

- **In-Processing Team**
  - Arrive at EOD location

- **Office of Security**
  - Validate candidate forms are complete
  - During orientation: Serve as emcee and Presenter support
  - Escort new employees to Common Access Card (CAC) area for badging
  - Review, sign, and confirm In-Processing forms

Legend:
- Start of End Process
- Decision Point
- Alternate Process
- Technology/System Interaction

KITEWORKS