

**Round Rock Campus Hiring Schedule
(Tentative)**

I. To Fill Positions by Monday, June 7, 2010:

Internal transfer notice to employees or internal posting	Monday, March 1, 2010
Deadline for receipt of employee notification/application	Friday, March 12, 2010
Deadline for selection	Friday, March 26, 2010
Notification of selection to employees	Monday, March 29, 2010
Create Personnel Transfer Authorization Form w/effective date of June 7, 2010	Monday, March 29, 2010*
Posting of vacant positions	Friday, April 2, 2010
Deadline for review date	Friday, April 16, 2010
Review/Interview/Selection	Monday, April 19-Friday, May 7, 2010
Packet due to Human Resources	Friday, May 7, 2010
Date to make offer/acceptance	Monday, May 17, 2010
Orientation date	Monday, June 7, 2010
Start date	Monday, June 7, 2010

II. To Fill Positions by Monday, July 5, 2010

Internal transfer notice to employees or internal posting	Monday, March 1, 2010
Deadline for receipt of employee notification/application	Friday, March 12, 2010
Deadline for selection	Friday, March 26, 2010
Notification of selection to employees	Monday, March 29, 2010
Create Personnel Transfer Authorization Form w/effective date of July 5, 2010	Monday, March 29, 2010*
Posting of vacant positions	Friday, May 7, 2010
Deadline for review date	Friday, May 21, 2010
Review/Interview/Selection	Monday, May 24-Friday, June 4, 2010
Packet due to Human Resources	Friday, June 4, 2010
Date to make offer/acceptance	Monday, June 7, 2010
Orientation date	Monday, July 5, 2010
Start date	Monday, July 5, 2010

III. To Fill Positions by August 2, 2010:

Internal transfer notice to employees or internal posting	Monday, March 1, 2010
Deadline for receipt of employee notification/application	Friday, March 12, 2010
Deadline for selection	Friday, March 26, 2010
Notification of selection to employees	Monday, March 29, 2010
Create Personnel Transfer Authorization Form w/effective date of August 2, 2010	Monday, March 29, 2010*
Posting of vacant positions	Friday, May 7, 2010
Deadline for review date	Friday, May 28, 2010
Review/Interview/Selection	Monday, June 7 – Friday, June 25, 2010
Packet due to Human Resources	Friday, June 25, 2010
Date to make offer/acceptance	Monday, July 5, 2010
Orientation date	Monday, August 2, 2010
Start date	Monday, August 2, 2010

IV. To Fill Positions by September 1, 2010:

Internal transfer notice to employees or internal posting	Friday, June 4, 2010
Deadline for receipt of employee interest letter/application	Friday, June 18, 2010
Deadline for selection	Friday, June 25, 2010
Notification of selection to employee	Monday, June 28, 2010
Create Personnel Transfer Authorization Form w/effective date of September 2, 2010	Monday, June 28, 2010
Posting of vacant positions	Friday, July 2, 2010
Deadline for review date	Friday, July 16, 2010
Review/Interview/Selection	Monday, July 19-Friday, August 6, 2010
Packet due to Human Resources	Friday, August 6, 2010
Date to make offer/acceptance	Monday, August 16, 2010
Orientation	Wednesday, September 1, 2010
Start date	Wednesday, September 1, 2010

*Calendar is the same through March 29, 2010.