COLLIN COUNTY GENERAL HIRING PROCESS

01

Application Submitted

When you have completed all required portions of the application, you will finalize and submit. Application requirements are provided in the FAQ section of the HR page.

02

Hiring Manager Review

Hiring managers review applications after they are submitted. Each department operates at a different pace, so applications are reviewed at various intervals.

03

Interview(s)

If selected for an interview, you will be contacted by the hiring manager. Interviews may be conducted on the phone, by video chat, in person with one interviewer, or with a panel of interviewers. There may also be multiple interviews.

04

Selection & Contingent Offer

After a selection has been made, the hiring manager will extend a contingent job offer. The offer is contingent on completing the remaining steps in the department's hiring process.

05

Post-Offer Pre-Employment Physical & FPCA

All County new hires must complete a post-offer pre-employment physical, including a drug screen. Some jobs also require a Functional Physical Capacity Assessment (FPCA). You must pass in order to qualify for hire.

06

Driving Record Check

Your driving records will be checked in conjunction with your hire. This may be checked before or after your start date. You must meet the County's driving record requirements to remain employed.

07

Hire and Onboarding

You will begin employment on the agreed upon date, and complete your Onboarding meeting with Human Resources. This includes completing your federal form I-9 (eligibility for employment form) and providing required identification.

This is a general process - hiring steps may differ by department.