| **Name of Process** | **Inputs (What input documentation is required to start the process?)** | **Process Automated: Y/N?**  **Brief description of how information is processed from input to output.**  **(There is a system = Automated or Information is processed by hand = Manual)** | **Outputs**  **(i.e., reports)** | **Business Rules (i.e., Policies and Procedures)** | **Ownership (Who is accountable that this process operates effectively and efficiently?)** |
| --- | --- | --- | --- | --- | --- |
| **Appointments** | Application form received with qualifications (ID, CV, etc.) | N. Prepare shortlist and conduct interviews. | Applications received, interviews conducted, new hires list | Appointments abide by federal laws. | The Head of Division is responsible for the approval of appointments. |
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