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| 部門名： | 責任者： |  |
| 項目 | 担 当 | 募　　　集　　・　　採　　　用　　　日　　　程 | 募　　集　　文　　案 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 第一次 | 募集文の草案 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 〃 検討 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 〃 決定 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 〃 掲載 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 交渉① |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 〃 ② |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 〃 ③ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 面接採用決定 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 給 与 決 定 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 採用書類の提出 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 第二次 | 募集文の草案 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 〃 検討 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 〃 決定 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 〃 掲載 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 交渉① |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 〃 ② |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 〃 ③ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 面接採用決定 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 給 与 決 定 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 採用書類の提出 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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社員採用手順表