

**HUMAN RESOURCES
DEPARTMENT
PDCA CYCLES**

DO

- Making announcements according to approved administrative/academic positions requests and conducting the related process
- Conducting the employment processes of the staff whose recruitment/assignment is approved
- Doing the accrual transactions

PLAN

- Announcement and interview processes within the scope of the budget approval
- Employment transactions of the staff whose recruitment/assignment is approved

CHECK

- Checking the employment documents and data entries of the recently assigned staff members in the related database
- Checking the accrual transactions

ACT

- Doing the necessary updates and making the related announcements
- Preparing the required activity/audit reports
- Making the necessary improvements

