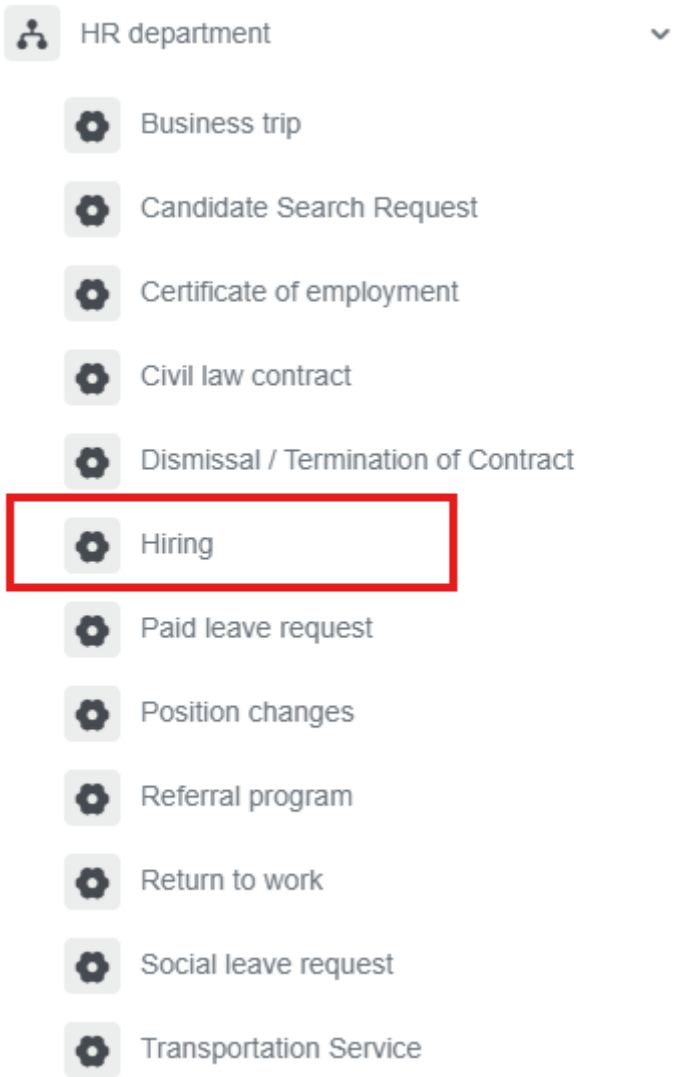
Hiring

Process purpose and use cases
This process is used to formalize the hiring of a new employee.

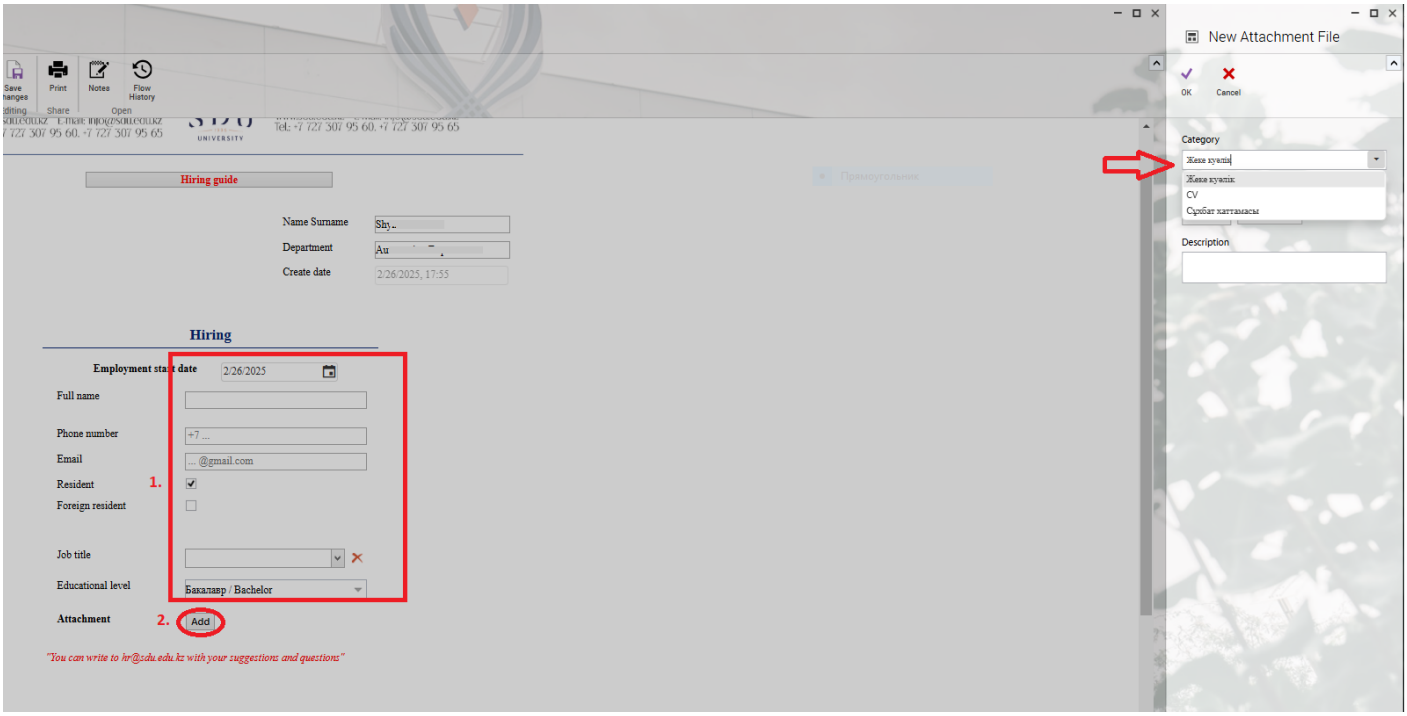
How can I initiate the Hiring process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **HR Department → Hiring** process**.**

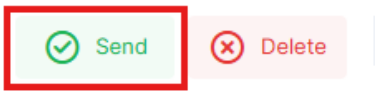


2. 1) Fill in the fields. Complete information about the candidate must be provided.

2) When you click the "Add" button, a new window will open where you can attach additional documents according to the categories on the left.



3. Once the required information is provided, click the "Send" button.

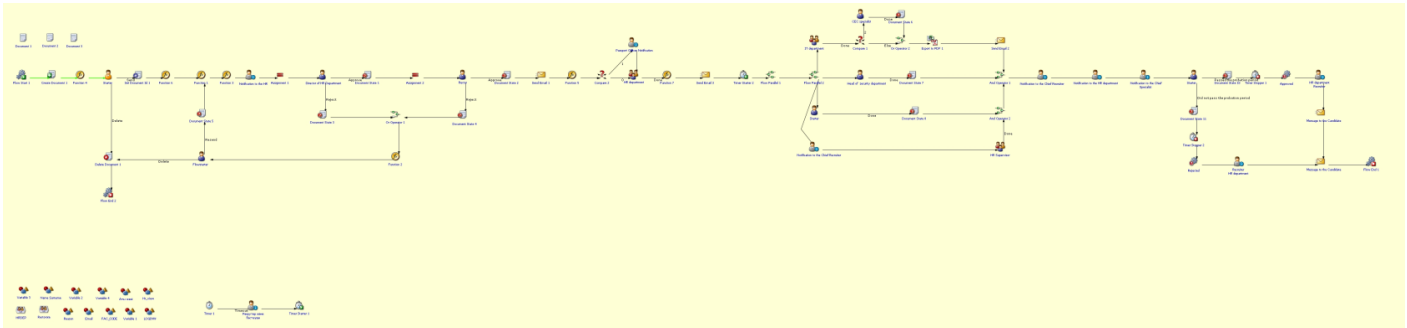


"SDU UNIVERSITY" мекемесі
040900, Қазақстан Республикасы,
Қаскелен қаласы, Абылай хан көшесі, 1/1.
www.sdu.edu.kz E-mail: info@sdu.edu.kz
Тел.:+7 727 307 95 60, +7 727 307 95 65

SDU UNIVERSITY
1/1, Abylaykhan str., 040900
Kaskelen, Republic of Kazakhstan
www.sdu.edu.kz E-mail: info@sdu.edu.kz
Tel.: +7 727 307 95 60, +7 727 307 95 65

Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

Revision #5
Created 2025-02-26 11:56:09 UTC by Shynar Toktar
Updated 2026-01-15 07:53:29 UTC by Moldir Omarkhan