**RECRUITING PROCESS 2023**

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| **Primary Owner** | **STEPS** | **Timeline** | **ACTION** |
| **Human Resources** | **1** | **Up to 5 business days** | **POSITION POSTED (MAY REQUIRE POSITION JUSTIFICATION APPROVAL PROCESS)**  Positions are posted once approved through the position request/position change form. Once the position is approved, the job is posted externally and the hiring manager is notified. Link to job posting is shared with the hiring manager. |
| **Human Resources** | **2** | **Week 1** | **RECRUITMENT PLAN**  Within the first week of the job being posted, the recruiter assigned to the position connects with the hiring manager to review the recruitment plan. Recruitment plan is an overview of best practice. |
| **Hiring Manager** | **3** | **Week 2** | **APPLICANT REVIEW**  Hiring Manager reviews applications and moves qualified candidates to “phone screen” status. Recruiter reviews applicants regularly to highlight star candidates and determine whether additional sourcing is needed based on quality and quantity of applications. |
|  | **CHECK POINT** | | |
| **Human Resources** | **4** | **Week 3** | **PHONE SCREENS**  Recruiter conducts phone screens with candidates in “phone screen” status in the Applicant Tracking System. Recruiter provides feedback from phone screens to the hiring manager. |
| **Hiring Manager** | **5** | **Week 4** | **MANAGER INTERVIEWS**  Once the recruiter shared the phone screen outcomes, the hiring manager will schedule a zoom interview with candidates who move forward to the manager interview stage. These candidates are moved to “interview” status in the Applicant Tracking System. |
| **Hiring Manager** | **6** | **Weeks 5-6** | **FINALIST INTERVIEWS**  Candidates who are selected by the hiring manager to move forward as a finalist will be interviewed by the search committee and Human Resources. Candidates move to “finalist interview” status in the Applicant Tracking System. Interviews are scheduled by the department. |
|  | **CHECK POINT** | | |
| **Hiring Manager** | **7** | **Weeks 7** | **FINALIST CANDIDATES**  Finalist(s) are determined by the hiring manager and search committee with feedback from the recruiter. |
| **Human Resources** | **8** | **Weeks 7** | **FINAL DECISION > JOB OFFER**  Final decision is made, contingent offer is extended by the recruiter followed by a contingent written offer. |
| **Human Resources** | **9** | **Weeks 7-8** | **BACKGROUND CHECK /REFERENCE CHECK**  Recruitment begins the background and vaccination confirmation process. This typically takes 1-2 weeks to complete. **Professional references are conducted by the recruiter with joint participation from the manager when requested. The recruiter will *always* contact the finalist candidates current or previous supervisor(s).**  \*Other conditions of employment (drug screening, driving certification, employment physicals, etc.) are the responsibility of the recruiter. |
| **Hiring Manager** | **10** |  | **START DATE > SYSTEMS ACCESS FORM**  Start date is confirmed (hourly hires typically begin on Mondays and salaried hires typically begin on the 1st or 16th of a month). Hiring manager completes the system access form. Recruiter closes out the requisition and completes HR hiring and access tasks. |