



# Overview of the Recruiting Process

## **STEP 1 – Requisition Management**

- Get necessary CMC/Group pre-approval of position before creating req (**Manager**)
- Create req / define the need / “Required” vs “Preferred” (**Manager**)
- Approval in system (**HR Manager & N+2**)
- Intake call - discuss strategy/sourcing (**Recruiter & Manager**)
- Format posting (**Recruiter**)
- Post job (minimum 3 days) (**Recruiter**)

## **STEP 2 – Candidate Management**

- Candidates apply
- Screen applicants (**Recruiter**)
- Review / interview candidates (**Manager**)
- Provide feedback on all candidates (**Manager**)

----- **HIRING DECISION IS MADE\***

## **STEP 3 – Offer**

- Request offer to be created (**Manager**)
- Offer is created (**Recruiter**)
- Offer is approved (**HR Manager & N+2**)
- Offer is presented to candidate (**Recruiter**)
- Offer accepted (**Candidate**)

## **STEP 4 – Pre-Hire**

- Background screen is ordered (**Onboarding Specialist**)
- Background request is filled out (**Candidate**)
- Onboarding paperwork is completed (**Candidate**)
- Backgrounds are monitored daily for completion (**Onboarding Specialist**)
- Exceptions or background approvals monitored daily (**Onboarding Specialist**)
- Cleared for start (**Onboarding Specialist**)

## **STEP 5 – Hire**

- Form I-9 Section 2 completed (by Day 3)
- Welcome emails sent to new hire through Fusion (Day 1)
- Instructions to Register for ADP sent to employee (Day 3)
- \*If applicable:
  - Direct deposit
  - Form W-4(s)
  - Benefits Enrollment

**\*All candidates must receive feedback in ORC prior to the Offer being extended to the candidate to ensure that we are fully documenting our Hiring Decision**