



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**