

Quick Reference Guide Recruitment & Selection Process Map

Position Created/Revised

HR Business Partner (BP) initiates Requisition in Workday

Position Review/Compensation

HR BP reviews Reg, routes to HR Comp for recruiting range/price analysis

Funding Approvals

HR Comp routes for approved to Budget/Financial Ops then VP/Provost

Once Requisition is Approved

Req routes to Talent Acquisition Specialist (TA) to initiate recruitment process

Intake Meeting

TA meets with Hiring Manager (HM) to discuss recruitment strategy

Implicit Bias Training

Implicit bias training completed for positions meeting certain criteria

Requisition Posted

TA Specialist posts and advertises position

Generate Candidate Pool

TA Specialist and HM review candidates

Candidate Telephone Screening

TA Specialist conducts initial screens. HM selects who will be interviewed

Face-to-Face Interviews

Department Admin arranges on-site interviews

References

TA Specialist uses SkillSurvey tool to check references

Offer Extended

TA Specialist makes contingent offer

Background Check

TA Specialist initiates background check

Hiring Process

TA Specialist processes hiring form and offer letter in Workday

Offer Letter

TA sends electronic offer letter to new hire for review/acknowledgement

Onboarding Packet (Checklist & Lunch Ticket) / Key User Notification

TA sends onboarding packet to HM; HR Ops emails Key User for set-up