Job Card (Requisition) Created
• Dept creates job card
• Include link to PD Google doc in Notes
• For new positions, position number must be created at least one business day prior to starting the job card
Approval Workflow
• Job card routes for approval
• Includes class/comp review
Received by Talent Acquisition (TA) Team
TA Drafts Job Announcement/Screening Questions
• Draft GoogleDoc
• Using Notes tab, email link to HM for review
Hiring Manager Approves
• send approval email via Notes tab
TA Posts Job
Interview Questions
• HM completes new IRF competencies & questions and sends to TA
• TA approves and updates job card
TA Routes Qualified Applicants to HM
• Change status to HM Review
Hiring Manager Review (Shortlisting)
• HM reviews applicants and moves to appropriate status (ready to interview/pre-interview exercises)
• Notifies TA when complete
• Do not schedule interviews/excercises yet
TA Reviews & Approves Applicants Selected to Move Forward
• Notifies HM when okay to move forward
• TA set status to SC Review
Search Committee Review
• SC conducts interviews
• SC enters applicant ratings
• HM uploads interview rating forms to Documents tab
References
• HM completes references for top candidate
• Upload reference certification to Notes tab
Offer Card (Replaces Hiring Memo)
• HM creates offer card and routes for approval
• Justification no longer needed
Offer Approval Workflow
• Offer is routed for approval
Contingent Offer
• TA Reviews interview ratings and references
• TA extends contingent offer
Background Check
• TA initiates background check
Final Offer
• TA sends welcome email
• Includes offer letter, PD, I9 & preboarding instructions
• Copy HM on welcome email
Candidate Accepts Final Offer
• Hiring manager, delegates, and HR recruiter receive email notification
Candidate and Manager Complete New Hire Tasks
• Manager tasks can be found on Offers tile
• New Hire tasks are in the onboarding portal