

Department create Job Posting in Recruiting Solutions and submit for approvals.  
Once approved, HR will post Position.

HR screens and ranks applicants based on minimum & preferred qualifications.  
HR emails Hiring Manager names of the top ranked candidates and point allocations.

Hiring Manager notifies Recruiter the names of the top ranked candidates they will interview. (only top ranked candidate, top 2, top 3... ect)

Hiring Manager sends Recruiter interview questions for approval, prior to conducting interviews. After HR approves, department then can schedule interviews

Hiring Manager completes Interview Report for each candidate interviewed  
(Interview Report Template sent to Hiring Manger by HR)

Hiring Manager emails Interview Reports AND Reference Questions for approval

HR approves Reference Questions. Hiring Manager contacts candidate's References.

Hiring Manager informs Recruiter of Names and Contact info of References checked.

Recruiter reviews files and approves Hiring Manager making verbal offer.  
Verbal offer is made contingent upon completion and clearance of background check

Hiring Manager makes Verbal offer. If accepted, notifies Recruiter so background check can be sent to candidate.

Hiring Manager submits Prepare Job Offer in Recruiting Solutions for approval.

Recruiter will post online official offer letter after Background is cleared AND Prepare Job Offer is approved by all departments.

Candidate accepts online job offer. Recruiter completes Prepare For Hire and submits to payroll for processing. Department will receive an email that the candidate is "HIRED". Recruiter emails department with onboarding material for new hire.