

## **Process Flow: Recruitment and Hiring of Casual Temporary**

Hiring Manager creates requisition. Requisition routes to hiring manager's manager and budget coordinator for approval.	HRSTM Recruiter receives and approves the requisition. Can be posted to the public or a private link is created.		Candidate applies for job.		HRSTM Recruiter reviews and forward qualified applicants to Hiring Manager.
Hiring Manager reviews, interviews and then recommends candidate for hire.	HRSTM Recruiter initiates offer letter and sends email to candidate and Hiring Manager for the next steps.		Candidate signs offer letter and background check authorization form.		HRSTM Recruiter initiates background check (GIS or CJIS).
Recruiter moves candidate to Ready for Hire (onboarding) upon completion of background check.	Candidate receives login info and link to onboarding. Candidate must complete onboarding tasks to move forward.		HRSTM contacts new hire to schedule in- person I-9 verification to complete section II of the I-9.		Candidate receives email with M# and job aid to claim MyMC account upon completion of new hire process.
	In-person I-9 verifica	tion must l	be completed within 3 (three	)	

Candidate Actions HRSTM Recruiter/HRSTM Hiring Manager Actions In-person I-9 verification must be completed within 3 (three) business days of the hire date. New hires and rehires won't be able to claim their account or have any system access until this is completed.

HRSTM October 2023