HRSTM Recruitment Process Flowchart

Staff and Administrators

Note: Prior to starting recruitment, hiring managers complete the Strategic Workforce Planning Staff and Administrator decision-making rubric. Once the position has been approved by the next-level manager, it is forwarded to the recruitment manager to be submitted to SALT for final approval.

Step 1
Hiring Manager (HM) creates requisition and submits for approval.

Step 2
After approvals, Recruiting Manager (RM) assigns requisition to HRSTM Recruiter and notifies HM of disposition.

Step 3
HRSTM Recruiter conducts intake call with HM to discuss position, recruitment strategy and finalize posting.

Step 4
HRSTM recruiter posts job internally and/or externally to appropriate industry and diversity sites.

Step 5
HRSTM Recruiter screens the applications and forwards qualified candidates to HM Committee Chair.

Step 6
HM or Chair forwards resumes to Search Committee for review and determination of candidates to interview.

Step 7
Search Committee interviews and identifies the top candidates.

Step 8
HM interviews top candidates, confers with Administrator and selects individual to be hired.

Step 9
Recruiter conducts reference checks.

Step 10
HM completes and uploads RSR and interview questions with benchmarks in Workday.

Step 11
HRSTM Classification reviews qualifications and determines salary.

Step 12
HRSTM Recruiter extends verbal offer.

Step 13
Upon verbal offer acceptance, Recruiter prepares contingent offer letter & authorization for background check and sends to candidate.

Step 14
HRSTM conducts background check.

Step 15
Upon background check clearance, HRSTM Recruiter processes new hire paperwork and final confirmation of offer.

Recruiter
Hiring Manager

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