

Tasks Completed Outside CHRS Recruiting

Tasks Completed in CHRS Recruiting

Tasks Completed in PeopleSoft

Manage Recruitment (once applications are routed by Recruiter) **Search Committee Hiring Manager Screen Applications** and Key Feedback in **CHRS Recruiting** Committee Holds Req Quals Met? Interview? YES-Interview(s) NO NO Comm Chair or Comm Chair or **Admin Moves** Admin Moves Committee Keys Applicant to Not Applicant to Not Feedback in CHRS Successful Status w/ Successful Status w/ Recruiting Reason Reason **CHRS** Recruiting **CHRS Recruiting** Hiring Manager Forward to Sends Applicant Sends Applicant YES-Interview Final Hiring Manager? Candidate(s) Email Email NO Hiring Mgr or Admin END **END** Comm Chair Check Moves Applicant to **Contacts Candidate** References? Reference Check Personally Status NO Comm Chair or Work with Recruiter Hiring Manager **Admin Moves** to Check Refs Applicant to Not Contacts Candidate through SkillSurvey Successful Status w/ Personally (or complete on Reason own) Hiring Mgr or Admin END **CHRS Recruiting** Moves Applicant to Sends Applicant Not Successful Email Status w/Reason END **CHRS Recruiting** Sends Applicant Email END

Offer, Background Check & Hire (once finalist is selected and recruitment has been reviewed) **Employee Support** Recruiter **Hiring Manager** Candidate **Services Sends Hiring** Accepts Verbal Manager Approval Extends Verbal Offer Offer / Agrees to to Extend Verbal Tentative Start Date Offer **Prepares and Sends Initiates Background** Replies to Approval Offer Letter with PD to Extend Email with Check via Accurate to Candidate via or CHRS Recruiting Hire Details DocuSign **Reviews and Signs** Reviews Background Letter and PD via **Check Results** DocuSign Reviews & Accepts Prepares Final Offer Results OK? Final Offer in CHRS in CHRS Recruiting Recruiting NO **Reviews Integration** Completes New Hire Notify Hiring Exception Report Form in CHRS Manager and and Updates Data if Recruiting if **Discuss Next Steps** applicable applicable Manages Recruiting **CHRS Recruiting** Move Applicant to Integration and **Assigns Onboarding** Unsuccessful Loads Person and Portal & Tasks to **Background Check** POI Data if Candidate if Status w/Reason applicable applicable END Completes New Hire Tasks, including New Hire Paperwork, if applicable Prepare Hiring Packet and Forward **Process New Hire** to ESS **END**