

**Recruitment Process Steps – Create & Managing Posting**

**Taleo Administrator (Business Office)**

* Initiates posting
* Submits for approval

**College & Executive**

* Reviews & Approves Budget

**HRBP/Recruiter**

* Meet with Hiring Manager to discuss position, qualifications, “fit”, timing and develop qualifying questions

**Recruiters**

* Update posting description, questionnaire as needed
* Posts position
* Posting is either posted for 10 days or ongoing
* Develop & execute recruiting strategy
* Vet candidates
* Send top qualified candidates to Hiring Manager

**Recruitment Process Steps – Managing the Posting**

**HRBP/Recruiters**

* Forwards quality candidates to Hiring Manager’s queue & discusses candidates
* Search Committee management

**Taleo Administrator (Business Office)**

* Moves applicants to proper status
* Sets up interview, search committee, collects matrix & Hiring Manager agreement
* Initiates Pre-hire process and selects required training

**Hiring Manager**

* Reviews and selects candidates to interview
* Give the charge to the search committee
* Updates Business Office on candidate work flow
* Interviews and selects final candidate
* Documents Taleo with feedback on candidates

**Recruitment Process Steps – Offer**

**Taleo Administrator (Business Office)**

* Completes offer grid in Taleo, attaches matrix, Hiring Manager agreement & submits for approval
* Monitors onboarding, ensures New Hire goes to HRSC on 1st day of employment to complete I9

**Compensation**

* Reviews equity, salary & exemptions

**Recruiters**

* Initiates CHRI and reviews and approves offer
* Reaches out to Hiring Manager once everything clears
* Reaches out to candidate to provide next steps
* Extends offer
* Confirms NHO

Talent Acquisition Management

* Hiring Mangers to view only qualified applicants
* Decrease the time to fill on positions
* Better communication to applicants
* More collaborative process
* Brand the university as an employer of choice

**Objectives**

Our goal starts with our recruiting, hiring and onboarding practice. By working together, we will work to create a seamless process whereby attracting top candidates, hiring within compliance and providing tier one customer service to all applicants throughout the process.

**Goal**