

# Recruiting & Hiring

## Hiring Process Workflow

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1. Submit PAF to HR identifying vacancies
2. Position is posted in Frontline Recruiting & Hiring (R & H)
3. Screen applicants and save your forms as PDF on desktop, you'll need them later.
  - a. Create the candidate list for screening and upload in R & H and save as PDF
  - b. Complete a rubric & screening form for each applicant (**R & H forms 1-A or 1-B**)
  - c. Complete screening tally sheet for Job ID (**R & H Form 2-A**)
4. Create an interview series in R & H (optional) to invite candidate or call applicants and invite to interview
  - a. Complete interview tally sheet (**R & H Form 2-B**) and save as PDF
  - b. Upload scanned copy of interview questionnaires and assessment materials
5. Complete telephone reference checks (**R & H Form 3-A-D**) save as PDF
6. Complete hiring recommendation form (**R & H Form 4-A-D**)
  - a. Hiring administrator Fill Out A New Form this form by selecting check box and Continue with Selected Form
  - b. Employment specialist will approve recommendation and forward to HR director
  - c. HR director will approve or deny recommendation
  - d. If approved, you will receive an email with "okay to offer" for the position. A link to continue the hiring recommendation form will be included in this email.
  - e. Call applicant to offer position
  - f. Return to the hiring recommendation form, specify that the applicant has accepted or declined the position, enter anticipated start date.
  - g. Employment specialist finalizes your recommendation and will contact the applicant for next steps in process.