New Hire Work Flow

Proces Begin

1. Create a Job Requisition (1-3)
   - Dept: Create Requisition
     (Originator)
   - Dept: Approve Requisition
     (Authorization)
   - HR: Approve & Post
     (Recruiter)
   - HR/Dept: Develop & Implement a
     Recruitment Plan
   - On-Line Application

2. Dept Reviews Resumes & Selects for Interviews

3. Interview Process Dept/Committee/HR

4. Dept; Create Requisition
   (Originator)
   - Review & Approve
     By Compensation

5. HR/Dept: View Requisition Activity & Resumes

6. HR/Dept: Interviewers
   View Requisition
   Activity & Resumes

7. Interview Process Dept/Committee/HR
   - Dept: Finalist Selected

8. Employment: Enter CDM Data; Initiate Hire
   - Employment: Mail Offer Letter
   - Applicant: Enter Self Service Data
   - HRSC Mgr: Review Religious Order
   - Foreign Tax Spec: Review Citizenship Status
   - HRSC: Input Hire

9. Employment: Enter CDM Data; Initiate Hire
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11. HRSC: Review With Employee

12. HRSC: Input Hire

If significant changes to role or requirements, Compensation must review.
(Position Update Form)

References Checked: (Dept/HR)
Salary Set: (Dept/Comp)
Offer Extended (HR)