Hiring Process Overview

Position Management
- Identify position to fill
- Prepare position to fill
- Request position to fill

Recruiting Strategy
- Strategy Meeting
- Job Posting
- Post Job
- Candidates apply

Recruiter Review
- Screen candidates for best qualified and send to manager

Manager Review
- Review candidates and provide feedback to recruiter

Collaborative Review
- Determine candidates to move forward or decline

Interview
- Schedule
- Conduct
- Collect feedback

Selection
- Determine candidate to hire

Offer Approval
- Compensation
- Verbal Offer

Written Offer
- Create offer letter
- Candidate accept or decline

Pre-Employment Screening
- Background Check
- Physical
- Drug Screen

Hire
- Candidate cleared to start

Onboarding
- New hire completes required WD tasks
- Prepare for start