








# RGP / TML HIRING PROCESS

|   | <br><b>PREPARE PD</b>   | <br><b>POST POSITION</b>   | <br><b>QUALIFY APPS</b> | <br><b>INTERVIEW &amp; SELECT</b>   | <br><b>PREPARE OFFER</b> | <br><b>HIRE</b>  | <br><b>ONBOARD</b> |
|---|--|---|--|--|---|---|---|
| <b>College / Division</b><br><br>(HR, Hiring Manager, Leader) | 1. Create / revise position description (PD) including the priority field for timeframe on posting job<br><br>2. *Non-US candidates - OIS to review PD draft before submitting in PA<br><br>4. Submit PD to DHR for approval in PA | 6. Create posting<br><br>7. Submit posting to DHR for approval in PA  | 11. Review applications to verify that the position minimum qualifications are met                       | 12. Review and rate applications using rating criteria<br><br>13. Interview selected candidates with consistent questions/format<br><br>15. Select final candidate | 16. Submit hiring proposal to DHR for salary and applicant approval in PA including HAM, if needed          | 18. Extend and negotiate offer<br><br>21. Finalize hiring proposal and assign pre-hire onboarding for US citizens<br><br>23. Send hiring proposal to DHR for final approval | 25. Instruct employee on critical, time-sensitive tasks and provide onboarding tools and resources    |
| <b>DHR - OIS</b>  | 3. *Review PD for DOL compliance<br><br><i>*If non-US Citizen involve DHR, Office of International Scholars</i>  |   |  |  |   | 19. *For non-US citizen, OIS assigns pre-hire onboarding  |   |
| <b>DHR</b>  | 5. Approve PD<br><i>(estimated turnaround time based on the priority field indicator)</i>  | 8. Approve posting<br><i>(estimated turnaround time 3 days)</i><br><br>9. Post job for minimum of 5 days<br><i>(Post docs are exempt from this 5 day requirement)</i> |  |  | 17. Approve salary and applicant<br><i>(estimated turnaround time minimum of 2 days)</i>                    | 24. Approve hiring proposal<br><i>(est. turnaround time varies due to average of 3 days for EE pre-hire onboarding, system processing dates, and peak hiring times)</i>     |   |
| <b>Employee</b>   |  | 10. Apply for open position   |  | 14. Interview for position   |   | 20. Sign and return offer letter and position description<br><br>22. Complete pre-hire onboarding tasks   | 26. Complete onboarding tasks in PS   |

