The hiring process for a position can be outlined as follows:

1. **Application Review**: The HR Coordinator notifies the Hiring Manager of applicable information. The Hiring Manager reviews and approves the candidate pool and short list for the position.

2. **Reference Checks and Background Screening**: The HR Coordinator conducts reference checks and reviews applicant screens (if applicable) and presents all applicable salary analysis.

3. **Job Posting**: The Hiring Manager confirms approval to post to iRecruit.

4. **Application Review**: HRMS completes in iRecruit. Application review, creation of long list and short list, short list submittal and approval, dispositioning of applicants, and final selection tasks are completed.

5. **Position Number**: In HRMS, this includes initiating the recruitment, creating the job description, and the recruitment plan. The HR Classification Analyst obtains classification and obtains position number. The Departmental HR Coordinator may update or edit any aspect of the recruitment.

6. **Recruitment Tab Sections**: Reviews and makes modifications as necessary, checks out (if applicable) and approves.

7. **Finalization**: The HRMS Recruitment Process Map represents an ideal business process and does not account for actions that may need to be checked out, returned, canceled, appealed, withdrawn.

8. **Interviews**: Interviews candidates. A second interview with the Search Committee, Hiring Manager, or a higher positioned individual may be done to determine the finalist.

9. **Hire Right**: If applicable, Org/Dept HR will provide finalist with pre-employment physical information for onboarding.

**HRMS Recruitment Process Map**

**HRMS**
- **The Departmental HR Coordinator**: Confirms approval to recruit and whether it is a rehire/recall position.
- **The Organizational HR Coordinator**: Initiates recruitment in HRMS per accountability structure.
- **The HR Classification Analyst**: Reviews/makes modifications as necessary, checks out (if applicable) and approves.
- **The HR Recruitment Analyst**: Submits to Organizational HR Coordinator for approval.

**InRecruit**
- **iRecruit**: Reviews/applicants' pool, dispositions applicants, and determines long list.
- **The CHAIR’S ASSOCIATE**: Reviews/edit applicant job description if needed. Once complete they classify job description.
- **The Chair or Hiring Manager**: Informs Org or Dept HR of the finalist.
- **The HR Classification Analyst**: Ensures that position specific details align with the classification standards as described in either the Systemwide Career Tracks Job Standards or Series Concepts (ICR) specific standards, and that the classification determination is consistent across the campus.
- **The HR Recruitment Analyst**: Submits to Organizational HR Coordinator for approval.

**Shared Service**
- **The Departmental HR Coordinator**: Finalizes recruitment. Attaches employee to JD in HRMS Job Builder.

**Central Talent Acquisition**
- **The CHAIR’S ASSOCIATE**: Makes verbal offer to finalist. Finalist verbally accepts offer. Obtains offer approval.

**HRMS: Central Talent Acquisition**

**Shared Service**
- **The CHAIR’S ASSOCIATE**: Emails finalist new hire and onboarding forms. If LiveScan is required, Shared Service Center will process, if HireRight is required, Department will process.