

EMPLOYMENT TIMELINE

Step 1
The department identifies a vacancy within the department.

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VACANCY

WHAT ARE THE NEEDS?

Step 2
The department formulates a job description, identifying the duties and responsibilities of the role. An ePRF is submitted.

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Step 3
Once the ePRF has been executed by Compensation, Employment posts the position.

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POSITION POSTED.

SEARCH COMMITTEE FORMS

Step 4
Identify if a search committee is needed as well as a recruitment plan.

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Step 5
Applications are reviewed based on the hiring department's requirements. Candidates are chosen for interviews. Interviews should be consistent, planned, and structured.

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SCREENING & INTERVIEWING

FINALIST IS IDENTIFIED

Step 6
A finalist is chosen by the hiring committee, reference and background check(s) are conducted for the finalist.

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Step 7
An offer is generated and reviewed and approved by the appropriate hiring manager and business administrator

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OFFER APPROVAL

OFFER ACCEPTANCE

Step 8
HR contacts the finalist and extends the verbal offer of employment, solidifies acceptance, and gives the candidate information regarding their first day.

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Step 9
An official is offer is extended to the applicant, once onboarding is complete an official notification is sent to the HM and the appropriate BA.

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OFFICIAL NOTIFICATION

PRIOR TO FIRST DAY

Step 10
To prepare for a new employee, the department should ensure that the new hire has everything they need to succeed, e.g. a computer, office space, supplies.

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Step 11
Newly hired employees are instructed to report to HR at 8 am on their first day of work. Be prepared to pick up your new hire in HR at about 8:30 am.

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FIRST DAY

ONBOARDING

Step 12
Onboard your new employee, ensure they have the tools and guidance they need in order to succeed in the role. Ask yourself, if it was my first day, what would I need from my manager?

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