

RGP / TML HIRING PROCESS

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

