SHRA Applicant Tracking

Job Posting

Initiator

Creates Posting
from Position Description

Information populates from approved Position Description. Initiator verifies and edits posting information.

Any changes made on the posting will not update the Position Description

Approver

Reviews/Approves

Reviews/Edits/Verifies position information, duties, funding, etc

(Can have multiple Approvers if needed)

Human Resources

Reviews/Posts

Reviews/edits posting, prepares advertisement (if requested), posts position to the web.

Department will be notified by e-mail when posting is approved

Applicant Tracking

Human Resources

Screens Applicants

Reviews the applicant pool to determine who is most qualified. Refers the most qualified pool to the Initiator

Initiator

Reviews Applicants

Reviews the pool that is sent from Human Resources and determines candidates to interview. Contacts and schedules interviews.

Once candidate is selected, changes all applicant statuses in NinerTalent and begins Hiring Proposal.

Hiring Proposal

Initiator

Creates Hiring Proposal

Enters selection rationale, proposed salary, telephone reference checks, etc

Approver

Reviews/Approves

Reviews and edits hiring proposal information

Human Resources

Reviews/Approves

Reviews hiring proposal information for completeness and accuracy. Verifies selection rationale is valid.

Sends to Initiator with approved offer information.

Initiator

Extends offer

Contacts candidate and extends offer. Notifies HR of candidates decision

Human Resources

Finalizes

Finalizes Hiring Proposal in NinerTalent