



SHRA HIRING PROCESS CHECKLIST

STEP	WHO	TASK	TIME	DONE
01	HM	Identify hiring needs and determine job requirements		<input type="checkbox"/>
02	PM+HM	Create new position description (PD) or update current PD	1-10 days	<input type="checkbox"/>
03	HM	Create job posting in NinerTalent once PD is approved	1-2 days	<input type="checkbox"/>
04	TA+HM	Intake Meeting and Review of job posting	1-2 days	<input type="checkbox"/>
05	TA	Position is posted and advertised	14 days	<input type="checkbox"/>
06	TA	Applicant Screening - Candidates sent to hiring manager	1-5 days	<input type="checkbox"/>
07	HM	Review Applicant Pool	1-5 days	<input type="checkbox"/>
08	HM	Create interview protocol and assemble interview committee	2-4 weeks	<input type="checkbox"/>
09	HM	Schedule interviews	↓	<input type="checkbox"/>
10	HM	Conduct interviews		<input type="checkbox"/>
11	HM	Determine the candidate of choice (Recommend for Hire)		<input type="checkbox"/>
12	HM	Check references (2 must be previous supervisor)	1-5 days	<input type="checkbox"/>
13	HM	Update candidate's status in NinerTalent to <i>Recommend for Hire</i>	↓	<input type="checkbox"/>
14	HM	Change statuses for other candidates (non-selection rationale)		<input type="checkbox"/>
15	HM	Create hiring proposal and route to TA		<input type="checkbox"/>
16	TA	Review hiring proposal and conduct background check	1-5 days	<input type="checkbox"/>
17	TA	Approve proposal and reroute back to hiring manager	1-2 days	<input type="checkbox"/>
18	HM	Extend verbal offer to candidate	1-2 days	<input type="checkbox"/>
19	C	Candidate accepts position and confirms start date	1-2 days	<input type="checkbox"/>
20	HM	Send hiring proposal to TA with confirmed start date and salary	1-2 days	<input type="checkbox"/>
21	TA	Sends candidate offer letter	1-2 days	<input type="checkbox"/>
22	C	Candidate signs offer letter	1-2 days	<input type="checkbox"/>
23	TA	Emails candidate new hire paperwork to complete	1-2 days	<input type="checkbox"/>
24	C	New employee starts in position		<input type="checkbox"/>

HM=HiringManager TA=Talent Acquisition PM=Position Management C=Candidate