



# Recruitment Process

A guide for recruitment processes that will help you hire top talent.



Hiring Manager /Team

STEP  
**01**

Headcount need & request

:



Recruiting

STEP  
**02**

Vet hiring need & propose headcount request

:



Human Resources



Finance

STEP  
**03**

Approve headcount request & salary bands

:



Recruiting



Hiring Manager /Team

STEP  
**04**

Scope job requirements & write description

:



Hiring Manager /Team

STEP  
**05**

Publish job description on job boards and careers site

:



Hiring Manager /Team

STEP  
**06**

Assemble & prepare hiring team

:

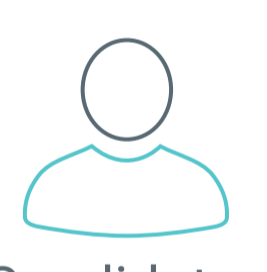


Recruiting

STEP  
**07**

Source & screen candidates

:



Candidates



Hiring Manager /Team

STEP  
**08**

Phone & onsite interviews

:



Hiring Manager /Team

STEP  
**09**

Confirm 1st choice candidate

:



Recruiting

STEP  
**10**

Generate offer approval request & check references

:



Human Resources



Finance

STEP  
**11**

Approve offer details

:



Recruiting

STEP  
**12**

Generate offer and present to candidate

Go to step 8 if rejected.

:



Candidates

STEP  
**13**

Offer presented

:



Recruiting



Hiring Manager /Team

STEP  
**14**

Congratulate new hire

:



Human Resources

STEP  
**15**

Begin onboarding process

**CONGRATULATIONS!**