

Recruitment Process Efficiencies

Activity		Posting	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18	
7 - 10 Day posting*																					
1	Hiring Leader submits request for posting to campus leadership and obtains SLT approval																				
2	Human Resources posts position in Applicant Tracking System (ATS)																				
3	Select hiring team																				
4	Share guest user access for team																				
5	Screen applications																				
6	Develop phone and face to face interview questions																				
7	Phone interviews schedule/conduct																				
8	Face to face interviews (no more than 3 recommended)																				
9	Select finalist/background check																				
10	Offer extended																				
11	Hiring Leader closes out position in ATS																				
*Timelines may be extended for positions that attract limited candidate pools.																					
14 - 21 Day posting*																					
1	Hiring Leader submits request for posting to campus leadership and obtains SLT approval																				
2	Human Resources posts position in Applicant Tracking System (ATS)																				
3	Select hiring team																				
4	Share guest user access for team																				
5	Screen applications																				
6	Develop phone and face to face interview questions																				
7	Phone interviews schedule/conduct																				
8	Face to face interviews (no more than 3 recommended)																				
9	Select finalist/background check																				
10	Offer extended																				
11	Hiring Leader closes out position in ATS																				
*Timelines may be extended for positions that attract limited candidate pools.																					
30 Day posting*																					
1	Hiring Leader submits request for posting to campus leadership and obtains SLT approval																				
2	Human Resources posts position in Applicant Tracking System (ATS)																				
3	Select hiring committee																				
4	Share guest user access																				
5	Screen applications																				
6	Develop phone and face to face interview questions																				
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