

## RECRUITMENT PROCESS - ROLES & RESPONSIBILITIES (regular full-time)

	Step					Supporting Information/Documentation	
		HR Talent Acquisition	Hiring Manager	Hiring Committee	HR Partner		
Approval & Posting Process	1	Contact your HR Partner		X		X	<a href="#">HR Partners by Department</a>
	2	<b>If you are:</b> a) <b>Repurposing a position:</b> If there are any changes, fill out Position Change Form before moving to step 3 b) <b>Creating net-new mission critical role:</b> Move to step 3 then create or update the job description using the most up-to-date template c) <b>Using a new account,</b> have the AFF created by emailing coa-adm@lists.uwaterloo.ca in Finance		X			<a href="#">Position Change Form</a> <a href="#">Job Description Writing Guidelines</a> <a href="#">Job Description Template</a>
	3	Create a job requisition in iCIMS		X			<a href="#">iCIMS - Instructions for Hiring Managers</a>
	4	Requisition and details are reviewed by HR Partner If required, the role will be routed to job evaluation for a review before being routed for appropriate approvals				X	
	5	HR Talent Acquisition will reach out to hiring manager to finalize job posting, candidate screening questions and set posting dates in iCIMS	X	X			
Internal Process	6	Review internal applicant resumes (electronically) against posted qualifications	X co-lead	X co-lead	X if appropriate		All internal applicants will be shared with the hiring manager on the Friday morning after the role has expired internally
	7	Notify internal applicants who will not be moving forward to interviews by phone		X			Identify and share skill gaps and areas of growth Note: Before calling internal applicants not selected, a discussion with the Talent Acquisition Specialist is highly recommended
	8	Hiring Committee conducts interview with selected internal candidate(s)		X	X		
	9	Make decision on hiring internal candidate: If yes, move to step 10 If no, move to step 16	X	X lead	X		
	10	Advise selected internal candidate and request that they notify current manager for reference check Recruiter will advise HM once complete	X				
	11	HM conducts internal reference with current manager, discuss potential start date HR conducts appropriate credential checks (if applicable)	X	X			Reference check form will be included on the task that is sent through the iCIMS system Credential checks for internals are role specific: certification, licence, police check, etc.
	12	Finalize offer details (salary & start date)	X	X			Talent Acquisition in consultation with Hiring Manager in accordance with <a href="#">Policy 5</a>
	13	HR sends offer details to HM for approval in iCIMS	create offer details	approve offer details			
	14	HR extend verbal offer and issues offer letter to candidate via iCIMS	X				HM and HR are notified by the iCIMS system when the offer has been accepted
	15	Contact unsuccessful interviewed candidates to inform them that they were not selected for the role		X			Identify and share skill gaps and areas of growth Note: Before calling internal applicants not selected, a discussion with the Talent Acquisition Specialist is highly recommended
<b>Call and congratulate your new internal hire! Confirm start date, time and details</b>							
External Process	16	If no internal candidate is hired, HR Talent Acquisition will release external applicants to hiring manager for review	X	X			Once at the external stage, all new candidate resumes are added to the Hiring Manager candidate review bin every Friday morning in iCIMS
	17	HM reviews candidates and coordinates interviews with qualified external applicants		X			
	18	Make decision on preferred external candidate and advise HR Talent Acquisition		X lead	X		Move preferred candidate to the 'completed; preferred candidate for HR action' status in the Interview bin. This will automatically notify the Talent Acquisition Specialist
	19	HR to interview preferred candidate	X				
	20	Make hiring decision	X	X lead			
	21	External references and credential checks	X				2 external references are required. Credential checks include education verification, certification, licence, police check (if required), etc. Must send notes to the Talent Acquisition Specialist if completed independently
	22	Finalize offer details (salary & start date)	X lead	X			Talent Acquisition in consultation with Hiring Manager in accordance with <a href="#">Policy 5</a>
	23	HR sends offer details to HM for approval in iCIMS	create offer details	approve offer details			
	24	HR extend verbal offer and issues offer letter to candidate via iCIMS	X				HM and HR are notified by the iCIMS system when the offer has been accepted
	25	Notify interviewed external candidates who are not selected for hire		X			External candidates not interviewed will receive an email from iCIMS when the position is closed
<b>Call and congratulate your new external hire! You and your new hire will receive an email from HR highlighting the next steps.</b>							
 Additional information regarding the recruitment process can be found in <a href="#">Policy 18, Appendix A.</a>							