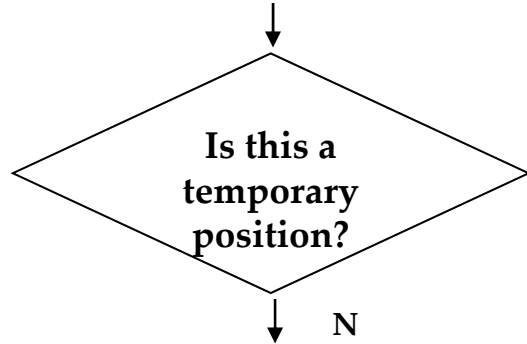


RECRUITMENT PROCESS FLOWCHART



HUMAN
RESOURCES

Department/ Hiring Official determines staffing need.



Y

Hiring Official contacts Vanderbilt Temporary Services (VTS) for assistance.

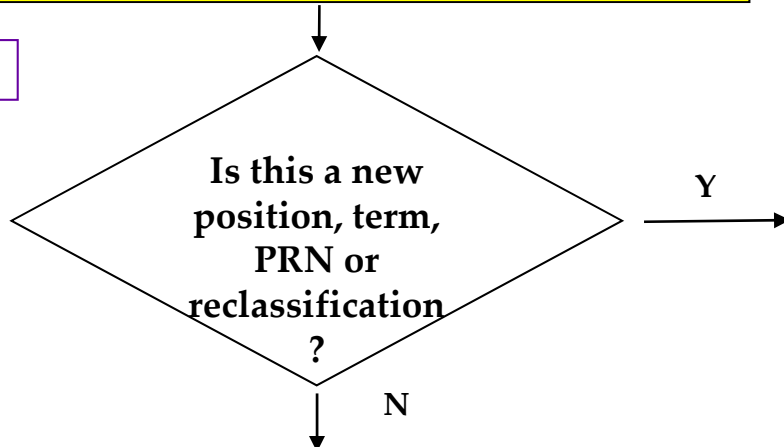
N

Department/ Hiring Official completes Personnel Management Form (PMF).

1-5 days

Hiring Official submits PMF to Medical Payroll (MBB) or to HR Processing (University).
Hiring Official submits copy of department specific job description to jobpostingdocuments@vanderbilt.edu.

1-3 days



Y

Hiring Official submits the following documents to Compensation for classification:
PMF; Position Description Questionnaire (PDQ), or PDQ-EZ (only required for new positions and reclassifications); Job description; and Organizational chart.
(See Compensation website for Express Process).
Upon completion, Compensation submits PMF and supporting documents to recruitment.

3-5 days



↓

Recruiting receives the PMF and submits e-mail to Initiator & Hiring Official regarding receipt.

Recruitment staff creates job posting using Classification description and department specific job description and forwards to Hiring Official & recruiter for review. Recruiter consults with Hiring Official to determine job preferences, inform of AAP goals and associated process when applicable, determine posting salary range, discuss substitution process, determine length of time to post, and identify others to receive status communication.

1-2 days

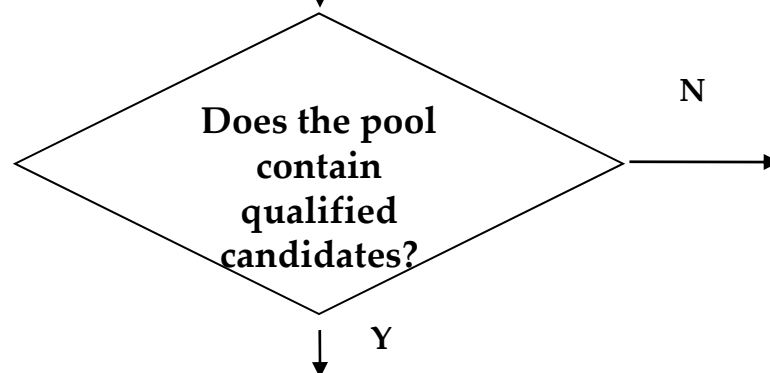
↓

Position is posted for a minimum of 5 calendar days or agreed upon timeframe. Recruiter coordinates advertising and other recruitment strategies (networking, job fairs, etc) and outreach activities to ensure a diverse candidate pool for underutilized positions with AAP placement goals when appropriate. Recruiter sends e-mail detailing next steps.

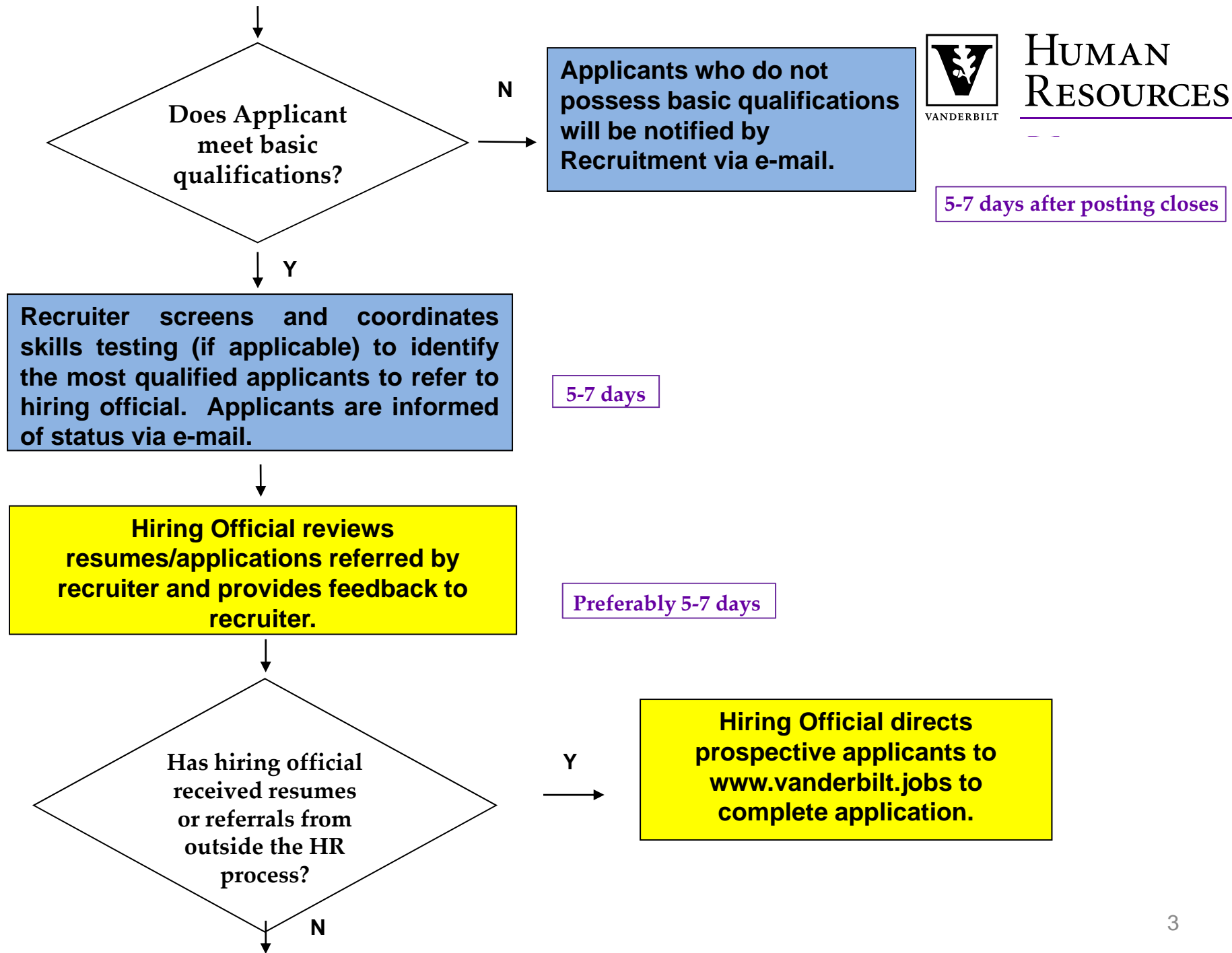
↓

Recruiter prescreens applications and resumes for basic qualifications as detailed in the job posting.

Typically begins at close of posting (5 days)



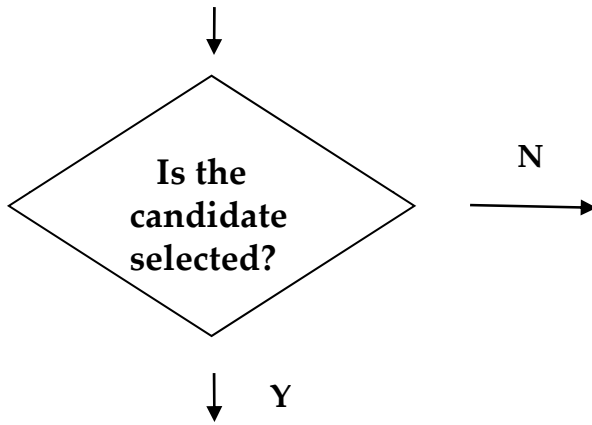
Recruiter discusses need to extend posting and other sourcing options and with Hiring Official.





Hiring official schedules and interviews candidates referred by Recruiter.
Hiring Official recommended to use behavioral interviewing methodology and tools for all candidates.

10+ days

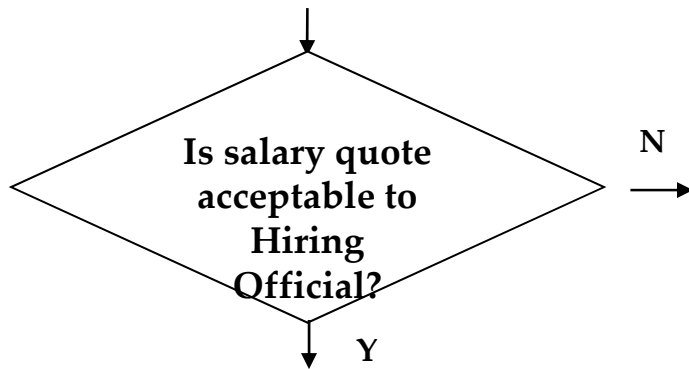


Hiring Official determines and documents legal reason for non-selection of all applicants referred via Self Audit Report (SAR) and maintains all interview notes for 2 years.
Hiring Official notifies Recruiter.

Hiring Official requests salary quote from Recruiter.

Recruiter determines appropriate salary quote (within the salary range and equitable within the department).
Compensation consulted as needed (negotiable grade positions, etc).

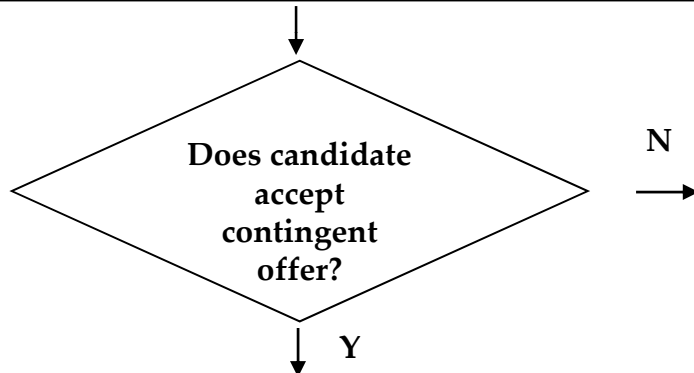
1 day



Recruiter refers matter to designated executive leader with authority to facilitate an acceptable resolution.

1-2 days

Hiring Official makes verbal contingent offer to candidate and sends contingent offer letter using HR template. (Note offer contingent upon successful background check, references, and drug screen.)



Hiring Official consults with Recruiter to determine next steps; negotiate salary offer, consider other applicants, continue search.

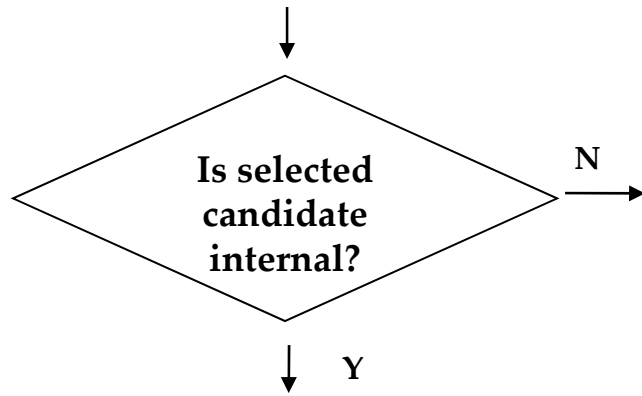
Contingent offer accepted by receipt of offer letter with signature and/or by applicant initiating background check.

3 days

Recruiter contacts Pre-Employment Coordinator immediately upon notification to initiate background check and drug screen (if required). PEC submits information to candidate via e-mail for background check.

1 day



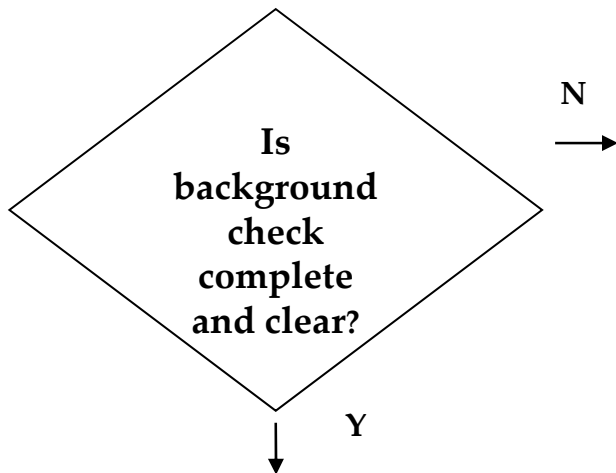


Background process initiated for external applicant. Two (2) employment verifications are obtained as part of process.

Hiring Official required to obtain two (2) internal references. One required from the current supervisor.

Background report is completed and reviewed by Pre-Employment Coordinator.

3-7 days



Pre-Employment Coordinator forwards backgrounds requiring review to HR management.

