EMPLOYMENT TIMELINE

**Step 1**  
The department identifies a vacancy within the department.

**Step 2**  
The department formulates a job description, identifying the duties and responsibilities of the role. An ePRF is submitted.

**Step 3**  
Once the ePRF has been executed by Compensation, Employment posts the position.

**Step 4**  
Identify if a search committee is needed as well as a recruitment plan.

**Step 5**  
Applications are reviewed based on the hiring department’s requirements. Candidates are chosen for interviews. Interviews should be consistent, planned, and structured.

**Step 6**  
A finalist is chosen by the hiring committee, reference and background check(s) are conducted for the finalist.

**Step 7**  
An offer is generated and reviewed and approved by the appropriate hiring manager and business administrator.

**Step 8**  
HR contacts the finalist and extends the verbal offer of employment, solidifies acceptance, and gives the candidate information regarding their first day.

**Step 9**  
An official offer is extended to the applicant, once onboarding is complete an official notification is sent to the HR and the appropriate BA.

**Step 10**  
To prepare for a new employee, the department should ensure that the new hire has everything they need to succeed, e.g. a computer, office space, supplies.

**Step 11**  
Newly hired employees are instructed to report to HR at 8 am on their first day of work. Be prepared to pick up your new hire in HR at about 8:30 am.

**Step 12**  
Onboard your new employee, ensure they have the tools and guidance they need in order to succeed in the role. Ask yourself, if it was my first day, what would I need from my manager?