Recruitment Process

Start

- Position & Job Description exist
  - Yes: Select existing Job Description
  - No: Create new Job Description or edit existing to create new position

- Create new Job Description or edit existing to create new position

Select existing Job Description → Create a Job Requisition → Review applications and select a candidate → Create and send offer to candidate

- Create a Job Requisition
  - No: Create a Job Requisition
  - Yes: Job Requisition approved and posted

Job Requisition approved and posted → Applicants apply for job → Offer accepted

- Applicants apply for job
  - Yes: Offer accepted
  - No: Applicants apply for job

- Offer accepted
  - Yes: Onboarding paperwork completed
  - No: Offer accepted

Onboarding paperwork completed → New Hire receives first pay check → End

New Hire data processed in Banner → New Hire receives first pay check → End

Job Description exists in PageUp, New Position created in Banner

No