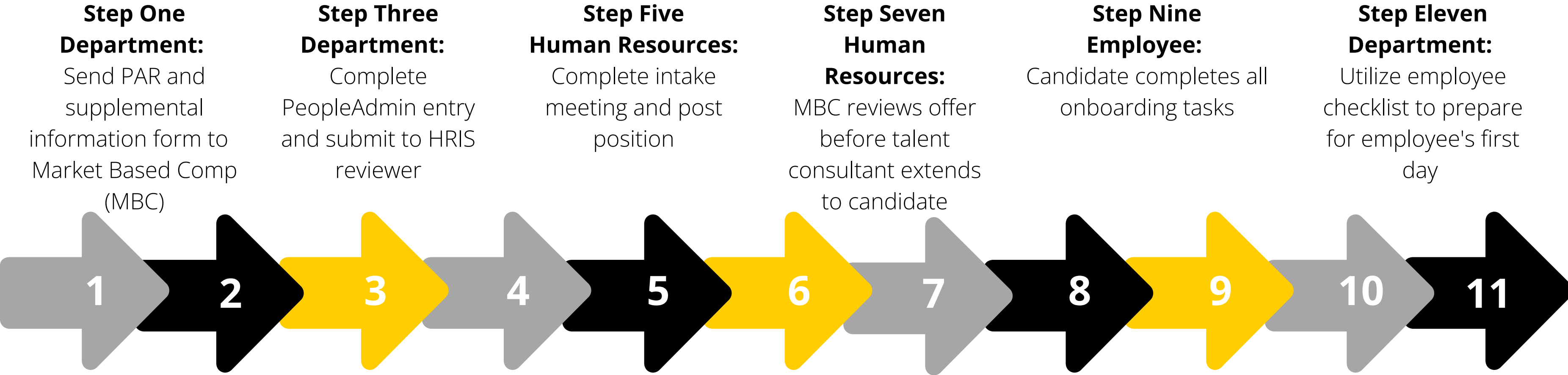


Benefit Eligible Hiring Process



Step One
Department:
Send PAR and supplemental information form to Market Based Comp (MBC)

Step Three
Department:
Complete PeopleAdmin entry and submit to HRIS reviewer

Step Five
Human Resources:
Complete intake meeting and post position

Step Seven
Human Resources:
MBC reviews offer before talent consultant extends to candidate

Step Nine
Employee:
Candidate completes all onboarding tasks

Step Eleven
Department:
Utilize employee checklist to prepare for employee's first day

Step Two
Human Resources:
HR receives approved PAR and notifies department

Step Four
Human Resources:
HRIS reviewer confirms position entry is correct and talent consultant schedules intake meeting

Step Six
Department:
Review applicants, submit Form A to HR, interview candidates, select finalist, check references, and send Offer Worksheet to HR

Step Eight
Human Resources:
Upon acceptance, the hiring proposal is created and candidate onboarding tasks are assigned

Step Ten
Human Resources:
Perform Banner entry