



# EHRA NON-FACULTY HIRING CHECKLIST

STEP	WHO	TASK	TIME	DONE
01	HM	Identify hiring needs and determine job requirements		<input type="checkbox"/>
02	PM+HM	Create new position description (PD) or update current PD	1-10 days	<input type="checkbox"/>
03	HM	Create job posting in NinerTalent once PD is approved	1-2 days	<input type="checkbox"/>
04	TA+HM	Intake Meeting and Review of job posting	1-2 days	<input type="checkbox"/>
05	TA	Position is posted and advertised with departmental approval	5-14 days	<input type="checkbox"/>
06	HM	Applicant Screening	Ongoing	<input type="checkbox"/>
07	HM	Send pool of candidates to EEO for HR/EEO Review	1-2 days	<input type="checkbox"/>
08	EEO	Review candidate pool and approve HM to start Interview Process	1-2 days	<input type="checkbox"/>
09	HM	Create interview protocol and assemble interview committee	2-4 weeks	<input type="checkbox"/>
10	HM	Schedule interviews		<input type="checkbox"/>
11	HM	Conduct interviews		<input type="checkbox"/>
12	HM	Determine the candidate of choice (Recommend for Hire)		<input type="checkbox"/>
13	HM	Check references (at least 1 must be previous supervisor)		<input type="checkbox"/>
14	HM	Update candidate's status in NinerTalent to <i>Recommend for Hire</i>		<input type="checkbox"/>
15	HM	Change statuses for other candidates (non-selection rationale)		<input type="checkbox"/>
16	HM	Create hiring proposal and route to TA		<input type="checkbox"/>
17	TA	Review hiring proposal and conduct background check	1-5 days	<input type="checkbox"/>
18	TA	Approve hiring proposal and reroute to HM with AA-26 for signature	1-2 days	<input type="checkbox"/>
19	HM	Extend verbal offer to candidate	1-2 days	<input type="checkbox"/>
20	C	Candidate accepts position and confirms start date	1-2 days	<input type="checkbox"/>
21	HM	Sends candidate AA26 (Employment Agreement)	1-2 days	<input type="checkbox"/>
22	C	Candidate signs AA26	1-2 days	<input type="checkbox"/>
23	HM	Update hiring proposal to "Offer Accepted" and route to TA with signed AA-26	1-2 days	<input type="checkbox"/>
23	TA	Emails candidate new hire paperwork to complete	1-2 days	<input type="checkbox"/>
25	C	New employee starts in position		<input type="checkbox"/>

**HM**=Hiring Manager    **TA**=Talent Acquisition    **PM**=Position Management    **EEO**=EEO Consultant    **C**=Candidate

\*Please note that the process may vary depending on hiring circumstances, refer to your TA Consultant with questions