Recruitment Process

| HR posts position for 5 work days, external ads are posted if requested. | HR transmits applications of qualified candidates | Applications are reviewed | HR closes recruitment if adequate applications are received (Contact HR if applications do not meet position needs) | Candidate interviews are scheduled by the Hiring Manager | Transmittal sheet is updated with selection notes | Final candidate is selected and references are checked | HR Talent Management is contacted to discuss the offer | Verbal offer is presented to the Candidate including
•Position title
•Salary
•Start Date | HR is informed of verbal acceptance | HR emails the Final Candidate the background check, Manager is informed when check is complete | HR schedules the New Hire Orientation and works with IS&T for the ID and login | Work space is prepared for the new Employee |

CHAPMAN UNIVERSITY