*External Recruitment process begins if no internal candidates exist or list of internal applicants is closed-out.

- Notified by RS of job posting & review begin date
- Reviews applicant pool
- Selects applicants & conducts interviews
- Coordinate testing, if required: written, hands-on, skills
- Conduct reference checks on preferred candidate
- Extends verbal offer, contingent on background & related checks

1. Posts job on external EJMS site
2. Orders external advertising if requested
3. Pre-screens applicant pool, if requested
4. Coordinate & administer testing, if required: written

Go to page 2.
Hire / Recruitment — Technical Service External* Interim Workflow 1 12 18 (Part 2 – Hire & Closeout)

From page 1:

1. If the candidate accepts, Manager completes Initiate Hire form and obtains local approvals.
2. Hire date should be selected with ample time for any additional background checks to be completed – typically two weeks.
3. Notify other interviewed candidates of non-selection.
4. RA confirms background check complete, emails Data & Onboarding (or Commonwealth Campus Onboarding Partner) if 3-Part clearance is needed and if candidate is a new full-time hire.
5. Collects and sends search materials to RS for retention of job file.
6. Files materials in electronic job folder.
7. Prepare offer letter & send to candidate (copy RA & HRC).
8. Prepare offer letter & send to candidate (copy RA & HRC).
9. Enters or updates pre-hire and initiates background check in Workday as needed.
10. Receive signed offer letter back from Candidate.
11. Forward any required OCC Med info to RA.
12. Transfer Initiate Hire form in Neocase to RA.

PENNS STATE BUSINESS PROCESS DIAGRAMS — CONFIDENTIAL

Key:
- Start/Stop
- Document/Report
- Decision
- Input/Output
- Process/Action/Function
- Off Page Reference
- Reference

Process/Action/Function

Input/Output

Decision

Document/Report

Start/Stop

Off Page Reference

Reference