

# Limited Non-Recruitments & Waivers: All Other Actions (On-Boarding Work Flow Process)

Recruitment Specialist (RS)	<p><b>1 Job Offer</b></p> <ul style="list-style-type: none"> <li>Extend job offer to candidate. Should the candidate accept the offer, proceed with the following:             <ul style="list-style-type: none"> <li>Inform employee that the STR will be in contact to set up On-Boarding appointment</li> <li>Inform HRP of acceptance</li> </ul> </li> </ul>	<p><b>4.a PPS OEU</b></p>	<p><b>4.b Records Disposition</b></p> <ul style="list-style-type: none"> <li>Print IDOC and attach it to the top of the following:             <ul style="list-style-type: none"> <li>DCD</li> <li>ER</li> <li>Job Description</li> <li>Application</li> </ul> </li> <li>Send paperwork to the STR in a red envelope to identify critical work flow</li> </ul> <p>..If applicable:</p> <ul style="list-style-type: none"> <li>BELI</li> <li>Benefits Packet</li> </ul>	
HR Partner (HRP)	<p><b>2 Complete Recruitment</b></p> <ul style="list-style-type: none"> <li>Receive acceptance notice from RS</li> <li>Inform employee's supervisor of acceptance via e-mail (template), and cc the Divisional Approver and STR</li> <li>For Waivers, use CruzTime Thumbtack tool to set reminders for probation period review due date (see personnel policy/bargaining contract) (if applicable) Use privacy setting.</li> </ul>		<p><b>6 PAN Review</b></p>	<p><b>7 Supervisor Checklist</b></p> <ul style="list-style-type: none"> <li>Prepare and send <i>Supervisor Checklist</i> to the employee's supervisor (use the ER for start date information, etc.)</li> </ul>
Service Team Representative (STR)	<p><b>3.a Schedule On-Boarding Appointment</b></p> <ul style="list-style-type: none"> <li>Ensure receipt of the original ER, Job Description, and Application from Employment and, if applicable, the BELI and Benefits Packet, prior to meeting with employee</li> <li>Contact employee to set up On-Boarding appointment and calendar in CruzTime Inform employee's supervisor of On-Boarding appointment and time via the CruzTime Thumbtack tool and send the <i>New Daily Note</i> e-mail.</li> </ul>	<p><b>5 Meet with Employee</b></p> <ul style="list-style-type: none"> <li>Meet with the employee to deliver On-Boarding materials: (see <i>Service Team Checklist</i>):             <ul style="list-style-type: none"> <li>Information for New Employees handout</li> <li>Benefits Packet (if applicable)</li> </ul> </li> <li>Obtain employee's signature on the following documents:             <ul style="list-style-type: none"> <li>DCD</li> <li>ER</li> <li>Application</li> </ul> </li> <li>After On-Boarding, give copy of ER to HRP for Pan Review</li> </ul>	<p><b>8 Records Disposition</b></p> <ul style="list-style-type: none"> <li>Return signed paperwork back to Employment in the red envelope for filing in the personnel file. The paper work is arranged in the following order:             <ul style="list-style-type: none"> <li>IDOC</li> <li>DCD</li> <li>ER</li> <li>Job Description</li> <li>Application</li> <li>Pink Copy of BELI (if applicable)</li> </ul> </li> <li>Route appropriate paperwork (if applicable)             <ul style="list-style-type: none"> <li>Payroll: Original BELI</li> <li>Benefits: Yellow Copy of BELI</li> </ul> </li> </ul>	
Supervisor	<p><b>3.b Receive e-mail notification of job offer acceptance from HRP</b></p>		<p><b>9 Employee Orientation</b></p> <ul style="list-style-type: none"> <li>Receive e-mail with Supervisor Checklist attached from HRP</li> <li>Deliver orientation information to the employee from <i>Supervisor Checklist</i></li> </ul>	
Division Approver	<p><b>3.c Receive e-mail notification of job offer acceptance from HRP</b></p>			