Open or Campus Recruitment: All Other Actions (On-Boarding Work Flow Process)

H.R. Partner (HRP)

1 RMS
- Enter job offer details
- Add STR contact info to RMS
- Once the information has been submitted in RMS, an e-mail notice will automatically be sent to the RS

4 Complete Recruitment
- Receive acceptance notice via e-mail from RMS
- Inform employee's supervisor of acceptance via e-mail (template), and cc the Divisional Approver and STR
- Complete Recruitment in RMS (when applicable)
- Use CruzTime thumbtack tool to set reminders for probation period review due date (see personnel policy/bargaining contract)

7 PAN Review
use the *Job Offer Report* in RMS

11 Supervisor Checklist
- Prepare and send the *Supervisor Checklist* to the employee's supervisor (use the *Job Offer Report* in RMS for start date information, etc.)

Recruitment Specialist (RS)

2 Job Offer
- Extend job offer to candidate
- Should the candidate accept offer, proceed with the following step:
  *Inform employee that the STR will be in contact to set up On-Boarding appointment

3 RMS
- Update RMS with candidate acceptance
- Status as approved to hire
- RMS generates an e-mail notification to the HRP listed in RMS

6 PPS OEU

6.a Records Disposition
- Print IDOC and attach it to the top of the following:
  *DCD
  *RMS *Job Offer Report*
  *Application
  ...If applicable:
  *BELI
  *Benefits Packet
- Send paperwork to the STR in a red envelope, to identify critical work flow

Service Team Representative (STR)

5.a Receive e-mail notice of job offer acceptance from HRP

8 Schedule On-Boarding Appointment
- Contact employee to set up On-Boarding appointment and calendar in CruzTime
- Ensure receipt of the original *Job Offer Report* and Application from Employment and, if applicable, the BELI and Benefits Packet, prior to meeting with employee
- Inform employee's supervisor of On-Boarding appointment and time via e-mail (template)

9 Meet with Employee
- Meet with the employee to deliver On-Boarding materials: (see *Service Team Checklist*):
  * *Information for New Employees* handout
  *Benefits Packet (if applicable)
- Obtain employee's signature on the following documents:
  *DCD
  *RMS *Job Offer Report*
  *Application
  ...If applicable:
  *BELI
  *Live Scan Paperwork: Notify HRP of appointment date to complete the *Supervisor Checklist*

10 Records Disposition
- Return signed paperwork to Employment in the red envelope for filing in the personnel file
- The paper work is arranged in the following order:
  *IDOC *DCD
  *RMS *Job Offer Report*
  *Application
  *Pink Copy of BELI (if applicable)
- Route appropriate paperwork (if applicable)
  Payroll: Original BELI
  Benefits: Yellow Copy of BELI

Supervisor

5.b Receive e-mail notification of job offer acceptance from HRP

12 Employee Orientation
- Receive e-mail with *Supervisor Checklist* attached from HRP
- Deliver orientation information to the employee from *Supervisor Checklist*

Division Approver

5.c Receive e-mail notification of job offer acceptance from HRP

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