Recruitment, hiring and onboarding

Plan your staffing needs

New position

Established position

Attach classification memo for position creation and information on source of budget

number assigned and job profile created

If this is a term to regular position or a restructured position include classification memo and information on source of budget

Ensure correct approval chain used

Approvals

Position posted after final HR review

Communicate with applicants – internal/external

Welcome Ex new employee – department onboarding and orientation.

Interview/assess

Your employee will not receive benefit forms or required privacy training if onboarding is not initiated.

Get ready for new employee