

# STAFF RECRUITING PROCESS

## OUTCOMES: 1. Hire the best candidate for the position 2. Ensure the best candidate experience



Position Approved for Search



Recruiting Discussion (Intake) with Talent Acquisition Specialist



Post and Advertise the Position



Form a Selection Committee



Weekly Recruiting Updates from Talent Acquisition Specialist



Receive and Review Qualified Applications and Identify Candidates



HR Reviews Applications for Min. Qualifications



Kickoff Meeting with Talent Acquisition Specialist



Conduct Interviews



Complete References (Department) and Background Check (HR)



HR extends the Offer



Onboard your New Employee

### Responsibilities



Department



Human Resources

## Employment Laws for Hiring & Recruiting

### Title VII

Prohibits employment discrimination based on race, ethnicity, sex, and national origin.

### ADEA

Protects individuals who are 40 years of age or older from employment discrimination.

### ADA

Prohibits discrimination on the basis of disability and requires reasonable accommodations for employees with disabilities.

### Equal Pay Act

Requires that men and women be given equal pay for equal work in the same organization.