End of Recruitment Workflow

| November 16, 2022

Hiring Authority	HR Analyst/Coordinator	Prospective Employee	Talent Acquisition Advisor	Financial Analyst

HA makes verbal offer

Offer
— Yes → **Accepts Offer**
— No → **Declines & withdraws**

Notifies HRA of accepted offer via email (includes start date and salary)

Notifies Financial Team

FA notes actual salary

Emails PE re: Onboarding Solution. Creates offer letter via Onboarding Solution. Emails to PE.

Receives and signs offer letter

Receives signed offer letter, initiates background check. Automated email sent to PE to complete new hire forms.

Sends PE form for Background Check

Signs forms for Background Check process. Completes new hire forms.

Searches Person Org Summary to determine previous UC Employment. Enters transaction into UCPath. Creates SNOW ticket to generate Email & Bus Systems

Schedules meeting for Oath Ceremony & Form I-9 completion

Completes Oath and Form I-9

Background Check processing typically 3-5 Business Days

Receives Background Check Results.

Receives sufficient background check results notifies HA

Sends Background Check Results to HA

Sends welcome email to PE (cc to HA)

PE is ready to start employment

Closing Out a Recruitment

Mark and record decisions for interview pool. Send email notification.

Confirm Hire Pool - Add Employee ID and salary details. Record the decision. This closes the HireOnline posting.

HRA completes Close Out Checklist; Closes out Teams for the recruitment

Updates Recruitment Log in Teams