

Company Wide

Version: 7.31.2019

ID: SE-019

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## Identify Need

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### Manager Responsibility

- Fill out Requisition form
- Replacement
- New Position
  - Is Role approved in budget?
  - Do you have out of budget new hire approved by CEO

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## Develop Position Description

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### Manager Responsibility

*The Position Description should follow the standard Santa format:*

- Create a position description for posting (more generic suitable for public) See example

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## Recruitment Planning Meeting

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### Manager Responsibility

- Set up meeting with HR
- Develop Sourcing/recruiting strategy based on role bring requisition form
- Develop Top 5 Dimensions for role for interview process (see interview guide & list of dimensions)
- Determine check in schedule depending on search (1x week, etc.)

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## Interview and Hiring

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### Manager Responsibility

- Work out with HR who will review resumes/initial phone screens
  - Bring in candidates for interviews
    - Fill out Interview guides
    - Data integration
  - Hiring team to make decision
  - Work with HR to make offer