

Activity	Max Response Time	Activities	Comments
Open the Requisition for Recruiting	Within 1 business day of receiving Clem/ Joe approval	HRBP notifies HM their position has been approved and assigns them a Recruiter. Recruiting Coordinator or Recruiter posts requisition on Peopleclick and Job Boards.	Quick turn around on opening the requisition allows maximum time to recruit.
Recruiting Intake Meeting	Within 3 business days of requisition opening	Recruiter schedules meeting, sends out Recruiting Intake Document. Recruiter and HM meet and greet to kick off the recruiting effort on requisition. If Hiring Manager cannot make time to meet within the first week the position will be put on hold and their manager and Dept Exec will be notified the position has been put on hold due to time constraints of Hiring Manager	Meeting as soon as possible to discuss requisition allows Recruiter and HM to build momentum quickly.
Interview Prep Form Filled Out Including Identification of the Interview Team Members and Areas of Focus Outlined	Prior to Intake Meeting and Completed Form Brought to Meeting	HM fills out "Interview Prep Document". Document must be completed and brought to the meeting. HM must have decided on an interview team and areas of focus prior to intake meeting. If document is not completed the position will be put on hold by the recruiter, the Hiring Manager's manager will be notified and the meeting will be rescheduled by the Hiring Manager	In-depth analysis of the position helps hiring Manager solidify what they are looking for and Recruiter is better able to recruit and identify qualified candidates early on in the process.

<p><b>Commit to # of Work Hours Per Week for Recruiting</b></p>	<p><b>Weekly</b></p>	<p>Resume review and phone screens and on-sites, &amp; debriefs . Hiring Manager must let Recruiter know if they are going to be out of the office and if more than 2 days the position will be put on hold. If Hiring Manager goes on vacation they must assign a stand-in and notify the Recruiter. If this does not happen or if Hiring Manager does not make commitment to make time for recruiting the position will be put on hold until they do and their manager will be notified the position has been put on hold and why.</p>	<p>HM accountable for making recruiting a priority every week with time set aside to review resumes and do phone screens and onsite interviews. Also ensures that when they cannot be available someone else can step in for them when possible</p>
<p><b>Recruiter Sends Email to Interview Team and Sets Up 30 Minute Interview Kick-Off Meeting</b></p>	<p><b>Within 2 business days of Recruiting Intake Meeting with Hiring Manager</b></p>	<p>Via email Recruiter outlines areas of focus and interview team members create appropriate questions for their focus area. During the 30 minute kick-off meeting with entire interview team each member must bring their prepared questions based on area of focus and have all questions answered by Hiring Manager and Recruiter regarding position. Any member who does not come to the meeting prepared will be asked not to be on the interview team and Hiring Manager's manager will be notified of this.</p>	<p>Ensures that we are getting the fullest picture of the candidate as possible and that interviewers are not duplicating questions. Also ensures that entire interview team is on the same page on what looking for in candidate</p>
<p><b>Recruiting Status Report</b></p>	<p><b>Bi Weekly</b></p>	<p>Recruiter to email bi-weekly status report to each HM detailing current search activity.</p>	<p>Bi-weekly reports copied to Hiring Managers and Department Heads, ensures all parties are updated with current information.</p>

<p><b>Hiring Managers Review Resumes in Peopleclick</b></p>	<p><b>Within 2 business days of recruiter putting resume in "Hiring Manager Review" folder in Peopleclick.</b></p>	<p><b>HM's must log into Peopleclick and move candidates to appropriate folder- either Hiring "Manager Review- Not Suitable" or "Recruiter Screening". No more than 10 resumes will be placed in "Hiring Manager Review" Folder at a time by recruiter. If compliance is not met the position will be put on hold until the Hiring Manager reviews the resumes and their manager, Dept Exec will be notified the position has been put on hold for that reason.</b></p>	<p><b>Looking at resumes quickly will ensure we don't lose good candidates and keep the process moving forward</b></p>
<p><b>Recruiting Sets up HM Phone Screens with Candidates Who Pass Phone Screen</b></p>	<p><b>Within 1 business day of request</b></p>	<p><b>Automatically put on HM's calendar</b></p>	<p><b>Ensures candidates are screened by HM as soon as possible</b></p>
<p><b>Hiring Manager Gives Quick Written Feedback on Screened Candidate Via Email</b></p>	<p><b>Within 1 business day of Hiring Manager phone screen</b></p>	<p><b>Feedback on why a "no" or a "yes" so search can be better tailored by Recruiter. If Hiring Manager does not provide feedback position will be put on hold by the recruiter, the Hiring Manager's manager, Dept Exec will be notified the position has been put on hold due to non responsiveness of Hiring Manager.</b></p>	<p><b>Ensures we can either get on-site interview loops set up quickly or decline people in proper amount of time for a good candidate experience</b></p>

<p><b>Recruiting to Schedule all Debriefs</b></p>	<p><b>Scheduling of Debrief within 1 business day after all candidates have interviewed if closely scheduled loops. In cases where loops are spread out over weeks, Recruiting will set up 15 minute mini-debriefs with 1 business day of onsite.</b></p>	<p><b>Interview team brings written interview notes to meeting and forwards soft copy to Recruiting for uploading into Peopleclick. If interview panel member does not provide written feedback, position will be put on hold and no offers can be made until they provide to Hiring Manager and Recruiter (it can be in an email form but written notes must be brought to debrief). If all members of interview team do not show up to a debrief without letting anyone know the debrief may be cancelled and will need to be rescheduled by absent interview team member and no decisions will be made until after the meeting has taken place and all feedback is received. If someone cannot make a debrief they must request the Hiring Manager, recruiter or other member of the interview team stand in for them and read their notes. No offers will be made without all debrief notes received.</b></p>	<p><b>Meeting after all candidates come in cuts down on multiple debriefs and saves time. Sending completed forms keeps Recruiting in compliance with Expedia and also ensure we have notes on each candidate in case of audit</b></p>
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