TASK	WHO'S RESPONSIBLE	TIMEFRAME FOR COMPLETION
Create job requisition(s). Job Requistions are sent to HR through WD	Hiring Manager	
Requests for postings on external sites	Hiring Manager	
Compensation Analysis for position	HR Partner	2 business day of receipt
WD Review & Approval of Job Requistion	HR Partner/ Recruitment Coordinator	2 business day of receipt
Approvals	Manger's Manager, Budget	
Post positions in Workday	HR Partner/ Recruitment Coordinator	2 business day after approval
Request for Graystone to post externally	Recruitment Coordinator	2 business day after approval
Logistics related to search	Hiring Manager	
Prescreening if requested	Recruitment Coordinator	
Candidate Review and Selection	Search Committee/HR Partner	
Move Candidate to Offer in Workday	Hiring Manager	as soon as a selection is made
Compensation Analysis for selected candidate	HR Partner	3 business day of receipt
Approvals	Hiring Manager, Manager's Manager, Budget, HR Executive	
Make a verbal offer	HR Partner	within 2 business day of approval
Generate and send Contingent Offer Letter to Candidate via Workday and Docusign	HR Partner	within 2 business day of approval
Candidate signs and returns contingent offer letter	Candidate	
Receive signed offer from candidate	HR Partner/ Recruitment Coordinator	
Move candidate to Background Check step in Workday	HR Partner/ Recruitment Coordinator	within 2 business day of reciept of signed offer letter
Candidate fills out electronic background check forms (International candidates may have additional forms to complete after the first set)	Candidate	
Receive Background check results in CSI portal	HR Partner/ Recruitment Coordinator	
If Background Check is satisfactory, move to Ready for Hire in Workday	HR Partner/ Recruitment Coordinator	within 2 business day of cleared background

Complete the WD hire form	HR Partner/ Recruitment Coordinator	within 2 business day of cleared background
Onboarding emails are automatically sent to candidate	Workday	within 24 hours of the hire
Complete WD onboarding (candidate receives two emails from Workday to complete)	Candidate	
If needed follow up with candidate about completing onboarding (Hold Payment audit)	HR Partner/ HR Administrative Coordinator	
New hire must bring in approved documentation for I-9 verification (within 3 days of their hire date)	Candidate/HR Partner/Recruitment Coordinator	
If new hire is not in Baltimore a remote I-9 must be sent to them.	HR Partner	
Follow up with candidate about Remote I-9	HR Administrative Coordinator	2 business day after request is sent
Provisioning (email and MICA portal) is sent to new hire upon their completion of onboarding tasks	Technology	