



Hiring Process Checklist		ATS Task	Non ATS Task
1.	Recruitment Strategy Meeting		X
2.	Create Job Requisition Step One: Select a Template and Department Step Two: Select Primary Location and Job Field Step Three: Complete Requisition Form Part One-Logistics Part Two-Administration Part Three-External Description Part Four-Internal Description Step Four: Assign Approvers	X X X X X X X X	
3.	Manage Candidates Review completed applications and attached documents	X	
4.	Update Change Step/Selection Status Schedule Phone or In-person interviews Schedule and Complete Interviews Enter Interview Feedback	X  X	X X
5.	Select Candidate to Hire Request References from Selected Candidate <i>(ATS Correspondence to Candidate)</i> Update Status to Advance to the Next Step Update Status to Offer to be Made Enter Offer Details <i>(ATS correspondence to Recruiter)</i>	X X X X	X
6.	Receive Draft of Contingent Offer Letter from Recruiter	X	
7.	Send Contingent Offer to Selected Candidate <i>(ATS Letter Template)</i> Enter Accept/Decline Response <i>(ATS correspondence to Recruiter)</i>	X X	X
8.	Background Screening Process and Results <i>(Recruiter Task)</i> Recruiter will email passed/failed results and approval to hire or return to Candidate Pool	X	X
9.	Finalize Offer to Selected Candidate	X	X
10.	Forward hiring information to PSF Originator Forward new hire website URL to Selected Candidate Schedule new hire appointment with OHR's Customer Support Online Book Now System		X X X