As Is – Hire Process – Talent Acquisition and Payroll – 10-17-19

Interview Guide by Field Role SOP | Talent Acquisition: Intake/Interview Plan | Letter of Rejection (LOR) | Offer Letter | LeadIT Form | OnBoarding Check List

Hiring Mgr

Start

Headcount Planning /Hiring Projections / Turnover Forecast (How many hires?)

New Position? (most are replacements)

Yes → "Intake Form" sent to HR (job details and candidate skill requirements) → Job Evaluation Discussion

New Position

No → Job Posting Discussion

A Field position has no job description / For Corporate - HR may have potential revised description tied to the specific role / Sends to Hiring Mgr

Sends TA Manager an eMail request for job posting

Receives Background Check Results / If declined then back to candidate pool

AFTER Click Execute Activate (in Taleo?) → Hire Mgr Receives "I9 Complete" email from Taleo

Mgr sends in Home Service Pay Status form (when and to whom?

LeadIT form sent to IT Specialist → Employee added to systems access by IT Specialist (based on role)

(New Employee Request Form) Field = Division Admins; Corp = Hiring Mgr or Admin
An automated onboarding e-mail goes to hiring manager (request necessary access, etc)

Interviewing Process

Hiring Manager informs TA of accepted candidate

TA Team

Recruiter LOR to rejected internal candidates / TA LOR to rejected external candidates

Scheduling Logistics via Outlook and send out templates to communicate

The open position is posted until filled

Internal candidates?

Yes → Review eligibility of applicants with HR mgr and current mgr / pre-screening → TA presents list of eligible internal applicants to the Hiring Manager

No → TA team starts/resumes external search. TA team conducts phone screening → TA presents list of eligible external applicants to the Hiring Manager

DOT or non-Dot for Offer Letter and Background Check

Compensation Mgr prepares Offer according to Compensation guidelines
Field: All positions are assigned comp/non-negotiable
Corp Level: comp range & stay in 80% of range. TA works with Hirig Mgr on offer details
Formal approval comes from HR

SAP Generates Employee Number

HireRight Background Check Launched

Background Check Cleared?

Yes → Taleo "Hire Hire" button communicates with SAP / switches to an active employee / Salary info comes from Taleo → Feed to LMS at 7 days prior to start date

No

OnBoarding Check List → New hire forms / Insurance and Benefits forms → Onboarding Tasks Entered into Taleo → Export to SAP / Export to OnBase → TA closes the posting (Hire 1 person per req) → End

New Hire (Employee)

Interviews for select position

Selected External candidate accepts offer

Selected Internal candidate accepts offer electronically via Taleo

Employee Files DOT Application

Start Date - Onboarding process with L&D

New hire forms / Insurance and Benefits forms → "Code of Conduct" Signed (placed in OnBase)

Employee chooses Pay Card as method of payment

Payroll

Taleo Onboarding Launched / Status = "To Be Hired" (who enters what / when into Taleo?)

Receive email from Taleo that onboarding has been launched with employee number and mgr name

TA activates Taleo "Hire Hire" button which communicates with SAP / switches to an active employee / Salary info comes from Taleo

Receive "New Hire Export" email from Taleo

Verify that "Launch Check List" has been completed and entered into Taleo(?)

Login to Equifax to review I9

Is I9 Completed?

Yes → Verify I9 information against SAP interfaced data, e.g. address, name, ss#, hire date → From List A (passport)? → Scan copy of document into Equifax

No → No I9 – Delete info from SAP and notify TA

Close case in Equifax → Payroll Login to Taleo → Click Execute Activate (in Taleo?) → Validate offer letter in OnBase for exceptions and rate of pay → Run Activate Employee Action in SAP / status = active employee
Includes payroll area, work schedule, state W-4, taxing information, quotas, etc. → Assign and send pay card if employee chooses it as method of payment → Create Future Pay Status in SQL for commissioned employees → First Payroll → End