

Recruiting New Hires Procedure

REFERENCE GUIDE

Hiring Manager will contact HR Recruiter

PREPARE



- Create Timeline
- Create Job Description
- Hiring Manager will notify other personnel included for the interviews

INTERVIEW



- HR Recruiter contacts Hiring Manager, other interviewers and candidates
- Prepare Relevant Questions
- Conduct the Interviews

DECIDE



- Candidates need to know timeline for final decision
- Final Decision made within 2 Days after all interviews
- HR Recruiter will notify all candidates by end of next business day.

Any questions, please contact
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