# Timeline – Identified Candidate

**HIRING MANAGER RESPONSIBILITIES**

**Hiring Manager/Designee PD Approvals and Submission**
Obtains all required approval from County/REC or Unit Director, submits approved SPR and Waiver forms to HR, and enters position description in CATS. (If pre-classified position, copy and change only the position details tabs.)
7 Days

**Hiring Manager/Designee Recruitment Preparation**
Creates requisition in CATS and notifies HR upon completion.
2 Days

**Hiring Manager/Designee Applicant Selection**
Hiring Manager sends recruitment link to identified candidate and the applicant applies filling out the application in full and attaching a resume. Inform HR once candidate has applied.
4 Days

**SPU RESPONSIBILITIES**

**HR (Dept Approver/Compensation) Position Consulting and Classification**
Reviews and ensures approvals have been provided, consults with the Hiring Manager, classifies the position and submits it to the PD library.
7 – 12 Days

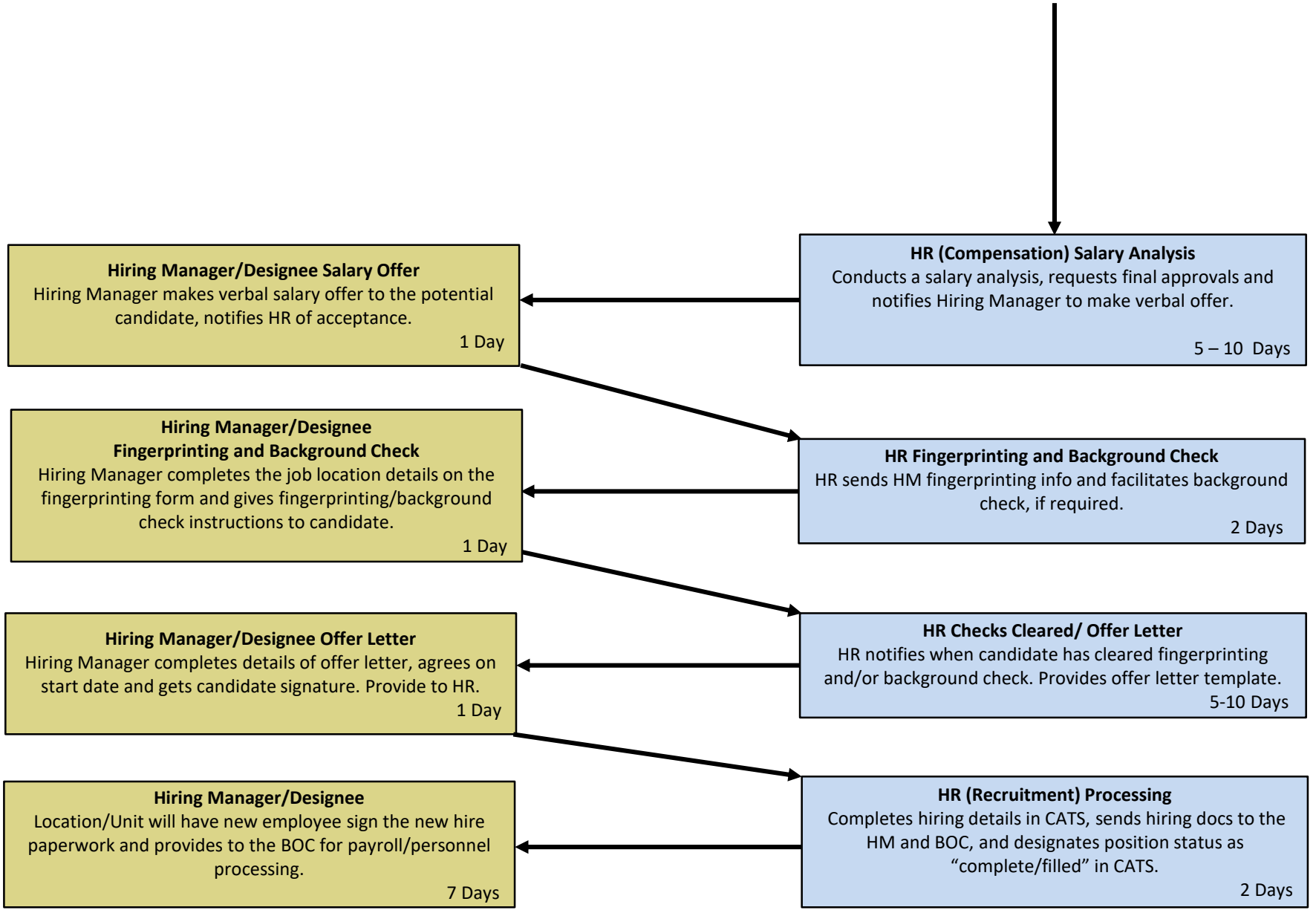
**HR (Dept Approver) Recruitment Consultation**
Reviews and approves requisition, and consults with Hiring Manager on employment law and waiver policy.
2 Days

**HR (Affirmative Action) Recruitment Preparation**
Reviews for AA compliance and approves requisition and waiver of recruitment prior to internal posting.
2 Days

**HR (Recruitment) Recruitment Preparation**
The position is posted internally and a private link is sent to the hiring manager.
2 Days

**HR (Recruitment) Candidate Review**
Reviews the application and resume for qualifications and approves the hire.
2 Days

ACCELERATED


HR (Compensation) Salary Analysis
Conducts a salary analysis, requests final approvals and notifies Hiring Manager to make verbal offer.
5 – 10 Days
Hiring Manager/Designee Salary Offer
Hiring Manager makes verbal salary offer to the potential candidate, notifies HR of acceptance.
1 Day
HR Fingerprinting and Background Check
HR sends HM fingerprinting info and facilitates background check, if required.
2 Days
Hiring Manager/Designee
Fingerprinting and Background Check
Hiring Manager completes the job location details on the fingerprinting form and gives fingerprinting/background check instructions to candidate.
1 Day
HR Checks Cleared/ Offer Letter
HR notifies when candidate has cleared fingerprinting and/or background check. Provides offer letter template.
5-10 Days
Hiring Manager/Designee Offer Letter
Hiring Manager completes details of offer letter, agrees on start date and gets candidate signature. Provide to HR.
1 Day
HR (Recruitment) Processing
Completes hiring details in CATS, sends hiring docs to the HM and BOC, and designates position status as "complete/filled" in CATS.
2 Days
Hiring Manager/Designee
Location/Unit will have new employee sign the new hire paperwork and provides to the BOC for payroll/personnel processing.
7 Days
ID'd: 7 – 9 Weeks Average Time to Fill
23 Days
Acc: 2 – 5 Weeks Average Time to Fill
34 Days