

## HR Recruiting Process Narrative Description

When a hiring manager informs HR that they need to hire a new employee, an admin in the HR department logs the new request into the HR system. Next, a recruiter writes a job description and interview screening questions using the Recruiting Handbook for guidance, and then advertises the open position. HR staff and the hiring manager interview candidates, ensuring they follow the procedures and guidance in the HR Policy Manual. After selecting a candidate, the Recruiter sends a job offer to the candidate. If the candidate accepts, we initiate the subprocess to hire the candidate. If the candidate declines, we select another candidate and offer them the job.