RECRUITMENT JOURNEY MAP

Quick summary of the process

STAGES

| Analyze the Hiring Needs 20-25 business days | Posting and Talent Search 14-17 business days | Screening and Shortlisting 3-7 business days | Interview and Evaluation 7-15 business days | Offer and Pre-Onboarding 10-17 business days |

MAIN TOUCHPOINTS

Above the line:
- Request OCP VM's approval
- Compensation reviews position
- Position is posted
- Screen applicants
- Conduct interviews
- Offer approval in TAM
- Official offer in TAM

Below the line:
- Submit PARC ticket
- Submit AGS case
- Talent Acquisition prepared the posting
- Sourcing activity
- Schedule candidates
- Offer review
- Verbal offer
- Onboarding

HIRING MANAGER

Analyze the Hiring Needs
- Consult with OCP HR about the recruitment process.
- Submit a PARC ticket. The request will be reviewed by OCP Leadership.

Posting and Talent Search
- Advertise the posting.
- Identify who will serve on interview committee.
- Prepare interview questions and send them to OCP HR for review.

Screening and Shortlisting
- Review applications and identify candidates for interviews.
- Complete the screening worksheet throughout the process.

Interview and Evaluation
- Conduct the interview process to identify a top candidate.
- Check references.
- Consult with OCP HR on the salary offer.

Offer and Pre-Onboarding
- Make a verbal offer. If it is accepted, notify the hiring committee.
- Notify candidates who were interviewed but not selected.
- Initiate department's onboarding activities 2-3 week before the start date.

POINT OF CONTACT

Analyze the Hiring Needs
- If approved, submit an AGS case to the SSO HR for action.
- Communicate with SSO and hiring manager to confirm posting details.

Posting and Talent Search
- Inform the hiring manager that position has been posted.
- Assist with blocking off interview days/times, if needed.

Screening and Shortlisting
- Ensure that the screening process is moving along.
- Communicate the interview schedule to SSO HR.
- Engage with the SSO HR partners as needed.

Interview and Evaluation
- Ensure that interview process is moving along.
- Provide the competed screening sheet and interview questions to the SSO HR for processing.

Offer and Pre-Onboarding
- Provide SSO HR details pertaining to the offer.
- Obtain a copy of the accepted offer letter for the supervisor's file.
- Confirm the onboarding date with the SSO.

SSO & CENTRAL HR

Analyze the Hiring Needs
- Compensation will review a position, and update it as needed prior in preparation for posting.

Posting and Talent Search
- Job is posted by Talent Acquisition (TA).
- Once posting closes, SSO HR or TA screens applications & provides screen worksheet to point of contact or hiring manager.

Screening and Shortlisting
- SSO HR will schedule candidates and send confirmation emails.
- TA will need to approve any work samples.

Interview and Evaluation
- SSO enters the non-selection reasons in TAM in preparation for a hiring decision.

Offer and Pre-Onboarding
- SSO HR closes the recruitment in TAM.
- SSO HR schedules a new employee onboarding appointment. Provides guidance to employee regarding the start date, timesheets, etc.
- OCP HR initiates the automated OCP onboarding process for a new hire and their manager via Qualtrics and Outlook.