RECRUITING PROCESS

OUTCOMES: 1. Hire the best candidate for the position
2. Ensure the best candidate experience

- Form a Selection Committee
- Kickoff Meeting with Talent Acquisition Specialist
- Receive and Review Qualified Applications and Identify Candidates
- Conduct Interviews
- Complete Reference (Department) and Background Checks (HR)
- HR extends the Offer
- WELCOME

Responsibilities
- Department
- Human Resources

BearQuest Approved
Recruiting Discussion (Intake) with Talent Acquisition Specialist
Post and Advertise the Position
Weekly Friday Follow updates from Talent Acquisition Specialist
Review Applications for Minimal Qualifications
Kickoff Meeting with Talent Acquisition Specialist

Employment Laws for Recruiting

**Title VII**
Prohibits employment discrimination based on race, ethnicity, sex, and national origin.

**ADEA**
Protects individuals who are 40 years of age or older from employment discrimination.

**ADA**
Prohibits discrimination on the basis of disability and requires reasonable accommodations for employees with disabilities.

**Equal Pay Act**
Requires that men and women be given equal pay for equal work in the same organization.