Hire New Employee

Job Description

- Work with hiring manager on needs
  1 Day
- Draft job description
  3 Days
- Research salary ranges
  2 days
- Review job description & salary with hiring manager
  1 Day
- Finalize job description
  2 Days

Recruiting

- Identify sites where job will be posted
  2 Days
- Publish Open Position
  1 Day
- Compile and review applications
  2 weeks
- Identify top 5 candidates for manager to interview
  1 day

Interviews

- Meet with manager to review candidates
  1 Day
- Schedule initial interview with hiring manager
  1 Day
- Follow-up with manager on candidates for 2nd interview
  1 Day
- Schedule 2nd interviews
  1 Day
- Follow-up with interviewers on 2nd interviews
  1 Day

Offer

- Meet with hiring manager to identify top candidate
  1 Day
- Draft offer letter and review with hiring manager
  2 Days
- Finalize offer letter
  1 Day
- Contact selected candidate and make offer
  1 Day
- Receive signed offer letter back
  3 Days
- Notify hiring manager of start date
  1 Day