

R=Recruiter
 S=Coordinator
 H=HR
 M=Hiring
 Manager
 E= Executive
 Head
 C=CEO

H Human Resources Meeting
 1. Hiring Manager to create job description once approved from budget.
 2. Sci.bio team reviews for final edits and posts to ATS and job boards

Recruitment Strategy Kickoff
H,M,R Recruiter, Hiring Manager discuss interview team and overall recruiting and sourcing strategy. Any competency focus by team members

R Recruiter Candidate Screening
 (As candidates are sourced/applied, immediate/continuous until position filled)
 2-4 weeks
 Zoom/phone (30 M)

R-Forwards candidates to M

M,R Hiring Manager Candidate Screening
 (Scheduled by Recruiter)
 Phone or Zoom (30 M – 45 M)

M,E, 1st Round Interview
 (Scheduled by Admin. with interview team of 5-7 people) Seminar to be scheduled for scientific roles (within a week from HR phone screen)
 Local: Zoom/Onsite
 Out-of-State: Zoom

C,H,R,M Round Debrief
 (Scheduled by Admin.) (within 3 days following interviews)
 Team collaborates and concludes on bringing candidate in for second round if needed.

M-provides feedback on candidate next steps within 3 business days to R

S, H,M,E,C, 2nd Round, Interview
 (Scheduled by Admin.) (within 1 week from debrief)
 CEO is added to the end of the schedule.

2nd Round candidate debrief/assessment forms may substitute
 Team collaborates and weighs in on moving forward. If yes, References are conducted.

Offer Stage
 Offer letter or consultant agreement, employee agreement & benefits summary presented to candidate by Recruiter. (CPO to Director and Above)

R Follow up with candidate to provide feedback, references

R interfaces with H to discuss offer in alignment with internal equity etc.

M sends feedback to R if R is not included in debrief meeting. R>S schedule 2nd interview

R follow up with Candidate for Feedback

R Follow up with candidate to provide feedback, references