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

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

M.R. Hiring Manager Candidate Screening (Scheduled by Recruiter)

Phone or Zoom (30 M - 45 M)

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

R interfaces with H to discuss offer in alignment with

M sends feedback to

R if R is not included in debrief meeting.

R>S schedule 2'

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

M.E., 1st Round Interview

(Scheduled by Admin. with interview team of 5-7 people) Seminar to be scheduled for scientific roles

> Local: Zoom/Onsite Out-of-State: Zoom

2nd Round candidate debrief/assessment forms may substitute Team collaborates and weighs in

on moving forward. If yes, References are conducted. Recruiter Candidate Screening

Zoom/phone (30 M)

I,M Round Debrief (Scheduled by Admin.)

Team collaborates and concludes on bringing candidate in for second round if needed.

Offer Stage

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

R-Forwards candidates to M

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



R Follow up with candidate to provide feedback, references

R follow up with Candidate for Feedback

internal equity etc.