Catholic Relief Services Recruitment Process Map Utilizing the Virtual Edge (VE) System

CRS CATHOLIC RELIEF SERVICES

BUSINESS PROCESS MAP FOR *NEW* OR *REPLACEMENT* POSITIONS:

Hiring Manager

- Request **POSITION** Number if one does not exist
- POS. # Typically available within 24-hours
- Enter **REQUISITION** for Approval
- REQ Approval Path initiated
- Discuss **HIRING STRATEGY** with Recruiter (i.e., sources, screening criteria-assessment, timeline, CLOSING DATE, interviewers, pre-screening, interview process, tangibles/intangibles associated with the job)
- Hiring Manager **REVIEWS** and provides **FEEDBACK** (regarding next steps – contact candidate, carry our full pre-screen which includes general, position and candidates specific questions)
- If **CONSIDERED**
- **CONDUCTS** interviews (phone and/or in-person)
- Interview Summary/ Feedback – **DECISION** to Hire or Continue Sourcing

Recruiter

- Based on established screening criteria/ filtering questions & overall position requirements
- Paper and/or Phone **Screen** Candidates and Send to Hiring Manager
  NOTE: Hiring Manager has the option of receiving all candidates who applied
- Follow-up/Probe – **CONSIDER** or **UNCONSIDER** (Candidate Notification)
- If **HIRED**
- Complete **REFERENCE CHECKS**/ Obtain **COMPENSATION** quote – Seek **RD/ DIRECTOR APPROVAL**

Recruiter Finalizes Recruitment Process

- After **FINAL APPROVAL**
- Make **OFFER** to candidate
- If **OFFER ACCEPTED**
- Inform **UNSUCCESSFUL CANDIDATES/ RECOMMENDED THAT HIRING MANAGERS INFORM INTERNALS**
- **CLOSE REQUISITION**
- **SUCCESSFUL HIRING PROCESS** include:
  - Assessment / Filtering Questions
  - Hiring Strategy
  - Pre-Screen Questionnaire
  - Email/Phone Pre-Screen
  - Interview
  - Reference Checks
  - Extending Job Offer/Closing The Deal
  - ON-BOARDING