Standard Recruitment Process
(Academic, Limited and University Staff)

**Key**
- Dept/Division Responsibility
- OHR Responsibility
- Applicant Responsibility
- OED Responsibility

**Initiate Position Vacancy through JEMS CHRIS or PVL**
- Position Description Approved by Division
  - Position Description Approved by OHR (if non-delegated)
  - BC Multi-shift transfer process (if applicable)
  - Re-employment after layoff-US/Referral Priority-AS (if applicable)

**HIRE**
- NO HIRE

**NO HIRE**
- Division completes hire in JEMS CHRIS-HR & pushes to HRS-US
- Hire is completed and pushed to HRS via JEMS Hire

**Move to Internal Process (See Internal Map)**
- Is internal recruitment appropriate and approved by Division?
  - Yes
  - If Internal Recruitment requested, OED Approved?
    - Yes
    - Create the job posting in the Applicant Tracking System (TREMS)
    - Job posting approved by OHR in TREMS
    - Vacancy is Posted to employment website (Min 14 Calendar Days)
    - Dept/Div Advertises Vacancy
    - Dept/Div Advertises Vacancy
    - TREMS Automatically Acknowledges Application
  - No
    - Move candidate to verbal offer & create offer card. Attach signed offer letter and other hire docs.

**Move candidate to Online Offer Made/Offer Letter sent**
- Candidate accepts online offer and completes New Hire Paperwork
- Move candidate to Online Offer Made/Offer Letter sent
- Approve offer card
- Negociate with candidate outside TREMS
- Refer Checks
- CBC
- Dept/Div Selects Best Qualified Candidate
- Dept/Div Conducts Interviews

**TREMS**
- Dept/Div Screens for Min Requirements & Notifies Applicants as appropriate

**If Necessary, Dept/Div Applies Pre-Established, job related, non-discriminatory Screening Tool(s) and Advances Selected Candidates to Interviews**

**Office of Human Resources (OHR) Available for Consulting Throughout Process**

**DEPT/DIV Communicates with Applicants/Candidates and changes status in TREMS**

**Is internal recruitment appropriate and approved by Division?**
- Yes
- If Internal Recruitment requested, OED Approved?
  - Yes
  - Create the job posting in the Applicant Tracking System (TREMS)
  - Job posting approved by OHR in TREMS
  - Vacancy is Posted to employment website (Min 14 Calendar Days)
  - Dept/Div Advertises Vacancy
  - Dept/Div Advertises Vacancy
  - TREMS Automatically Acknowledges Application
  - Dept/Div Communicates with Applicants/Candidates and changes status in TREMS
  - Advertising Required for Underutilization

**Is the position underutilized?**
- Yes
- Job posting approved by OHR in TREMS
- Vacancy is Posted to employment website (Min 14 Calendar Days)
- Dept/Div Advertises Vacancy
- Dept/Div Advertises Vacancy
- TREMS Automatically Acknowledges Application
- Dept/Div Communicates with Applicants/Candidates and changes status in TREMS
- Advertising Required for Underutilization

**Create the job posting in the Applicant Tracking System (TREMS)**
- Applicant Submits Application and Other Applicable materials via TREMS
- Dept/Div/Div Advertises Vacancy
- Vacancy isPosted to employment website (Min 14 Calendar Days)
- Dept/Div Advertises Vacancy
- Dept/Div Advertises Vacancy
- TREMS Automatically Acknowledges Application
- Dept/Div Communicates with Applicants/Candidates and changes status in TREMS
- Advertising Required for Underutilization

**HIRE**
- NO HIRE

**NO HIRE**
- Division completes hire in JEMS CHRIS-HR & pushes to HRS-US
- Hire is completed and pushed to HRS via JEMS Hire

**Department/Division Responsibility**
- Dept/Division Responsibility
- OHR Responsibility
- Applicant Responsibility
- OED Responsibility

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Revised 2/28/17