

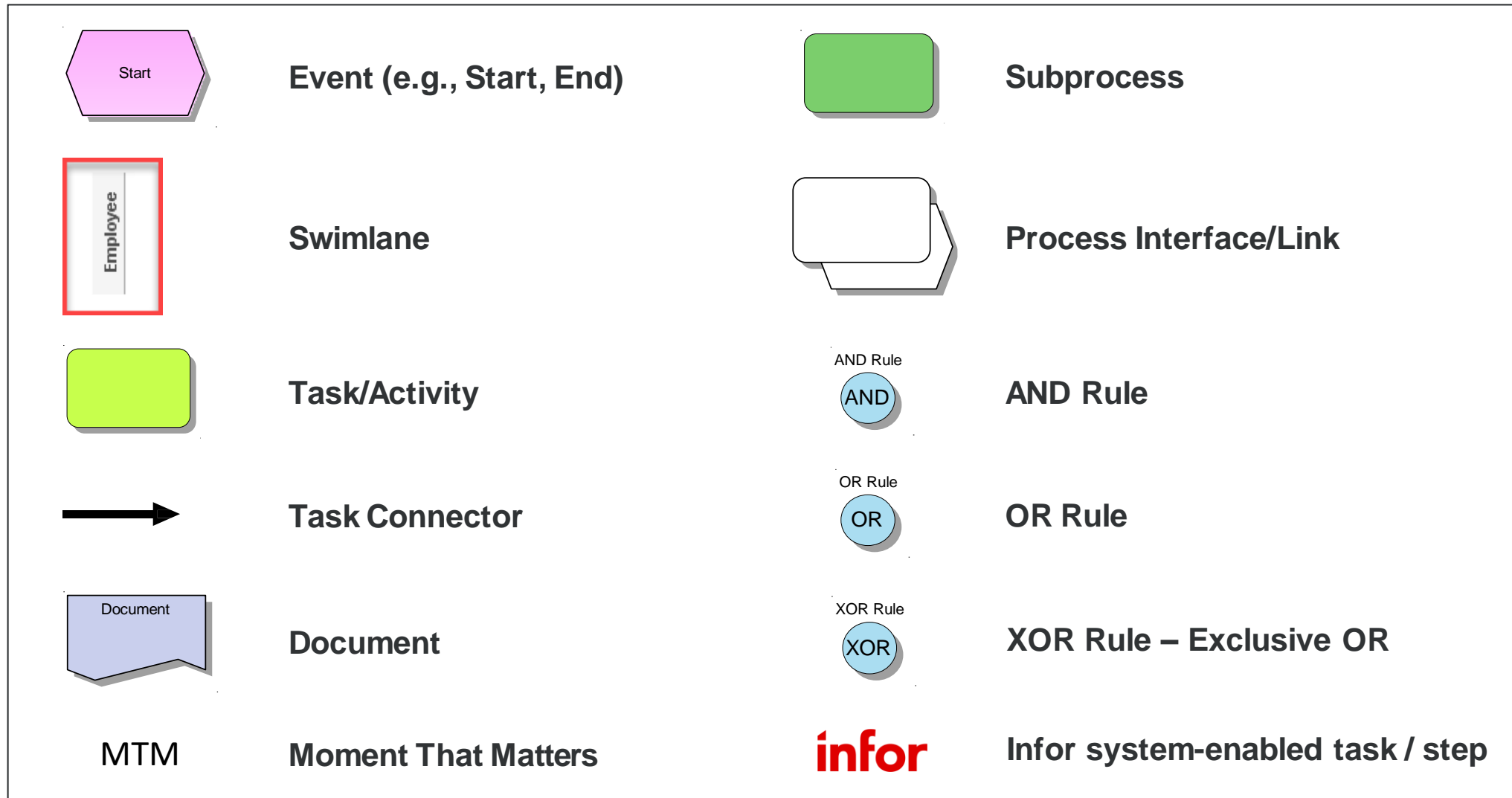
HR-020 Manage Talent Acquisition

HR-020	<u>Manage Talent Acquisition</u>	<p>Talent acquisition manages current and future position openings by applying the processes, systems, and controls that ensure appropriate selection of staff.</p> <ul style="list-style-type: none">• Identify candidates within the organization or recruit through announcements• Alternate recruitment methods include referral programs, maintaining contact with, and building and maintaining relationships with search firms• Develop and implement processes, systems and controls to ensure appropriate selection, hiring and placement of staff• Manage current and future position openings through effective processes in identifying best qualified candidates and the assimilation of new employees into the organization
HR-020-010	<u>Create and Post Position Requisition</u>	Activities required for Internal approvals and steps necessary to create an open requisition in the system.
HR-020-015	<u>Create and Post Layoff Eligible Position Requisition</u>	Activities required for Internal approvals and steps necessary to create and fill an open requisition with a layoff eligible candidate from the hiring agency.
HR-020-020	<u>Internal Applicants Apply</u>	The activities for internal candidates to create an online profile, review available jobs, and decide to apply. Internal Candidates access this portal in Employee Self-Service to review job postings and apply to jobs.
HR-020-030	<u>External Applicants Apply</u>	The activities for external candidates to create an online profile, review available jobs, and decide to apply.
HR-020-040	<u>Manage Talent Acquisition Events</u>	Manage talent acquisition events including: <ul style="list-style-type: none">• Defining strategy of talent acquisition event
HR-020-050	<u>Screen Candidates</u>	Screening of candidates to identify eligibility to be interviewed for the job.

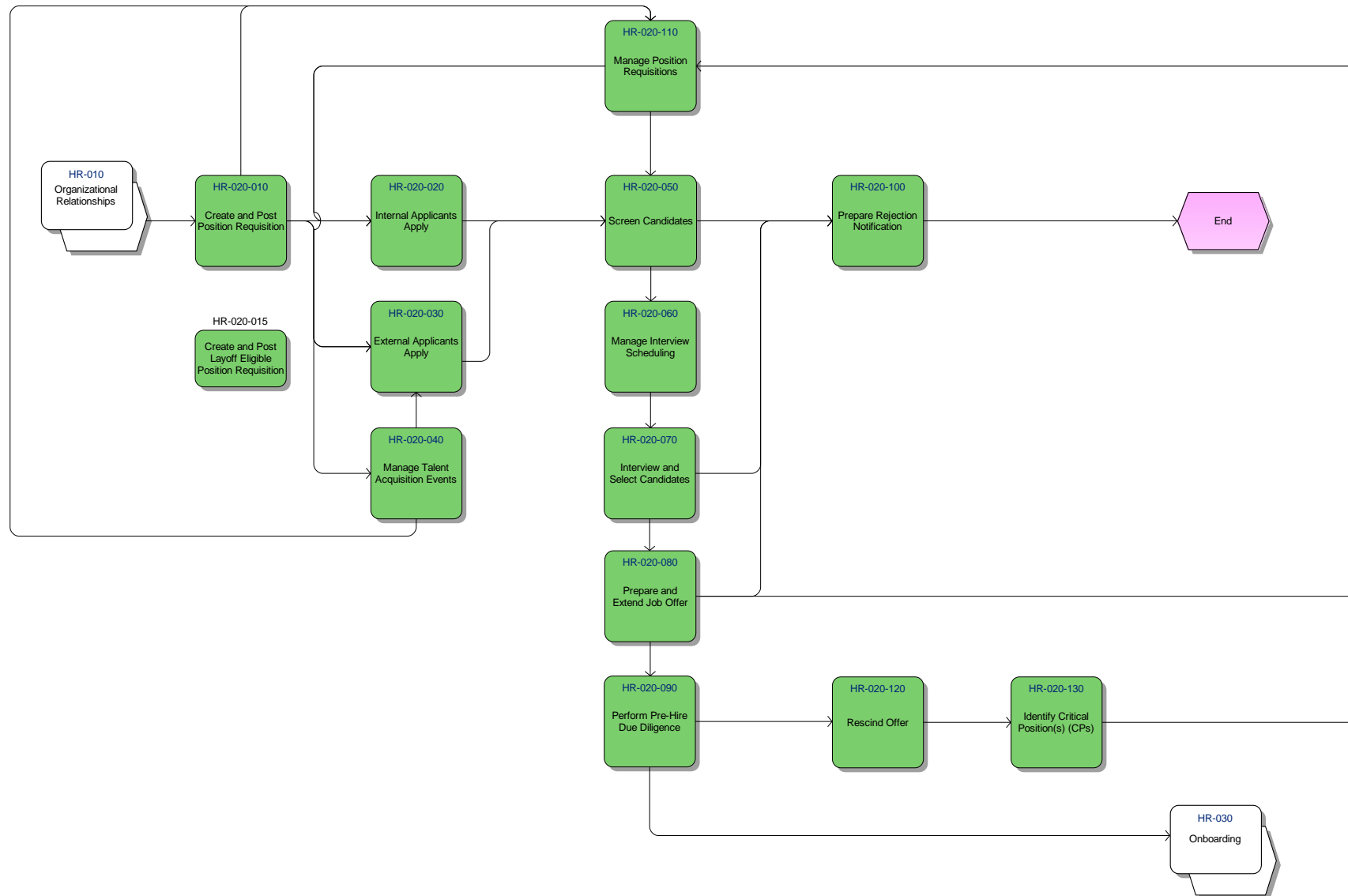
HR-020 Manage Talent Acquisition

HR-020-060	<u>Manage Interview Scheduling</u>	Schedule interviews and coordinate with candidate for logistics.
HR-020-070	<u>Interview and Select Candidates</u>	Conduct interviews and select the most qualified candidate.
HR-020-080	<u>Prepare and Extend Job Offer</u>	Prepare the offer letter for selected applicants. Upon receiving the appropriate approvals, the offer is presented to the successful candidate.
HR-020-090	<u>Perform Pre-Hire Due Diligence</u>	Conduct pre-hire due diligence activities like background checks, drug testing, medical evaluation and any other checks required on behalf of the agency.
HR-020-100	<u>Prepare Rejection Notification</u>	Reject candidates based on feedback from the screening and interview process. A rejection reason will need to be provided.
HR-020-110	<u>Manage Position Requisitions</u>	Extend or update job requisitions as additional information arises and as appropriate, to include canceling the requisition.
HR-020-120	<u>Rescind Offer</u>	Manage voluntary / involuntary offer withdrawal.
HR-020-130	<u>Identify Critical Position(s) (CPs)</u>	Activities related to identifying critical roles across the organization and determine the skills and competencies required for those roles.

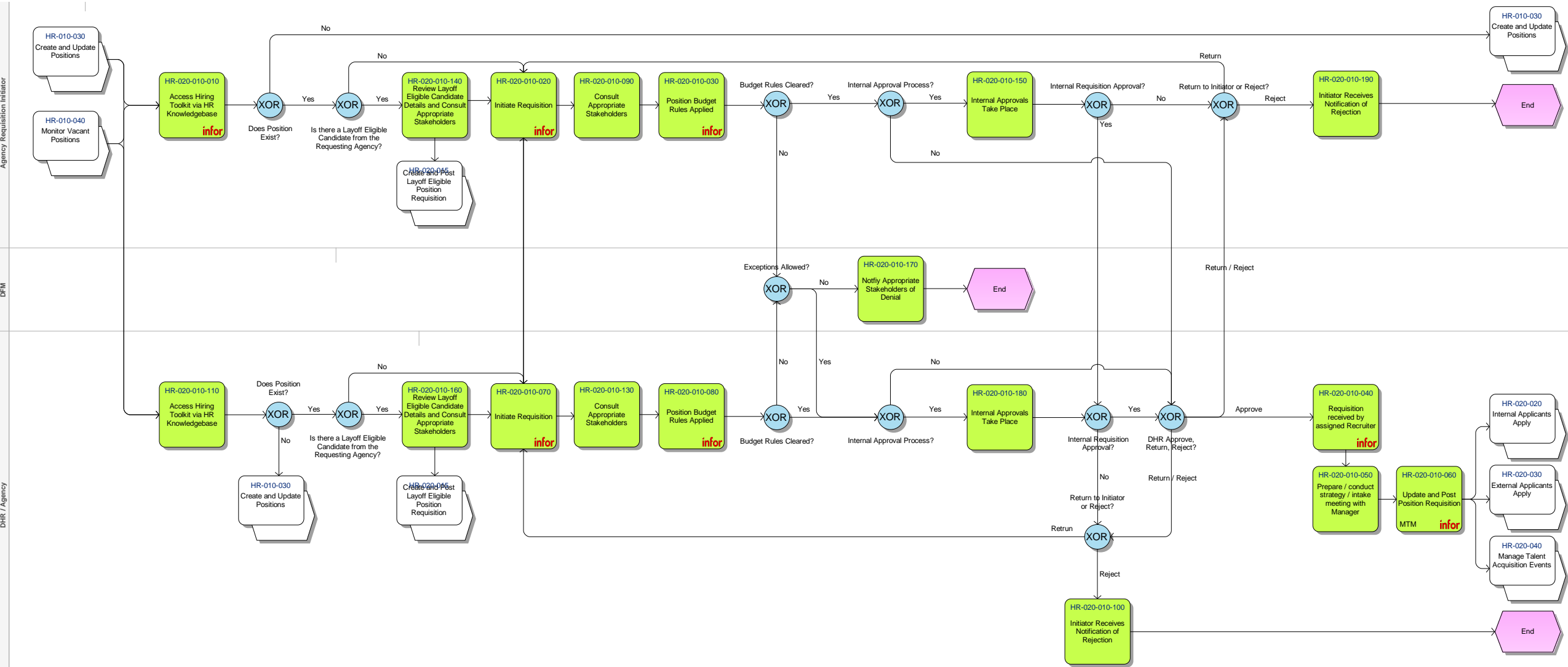
Business Process Map Legend



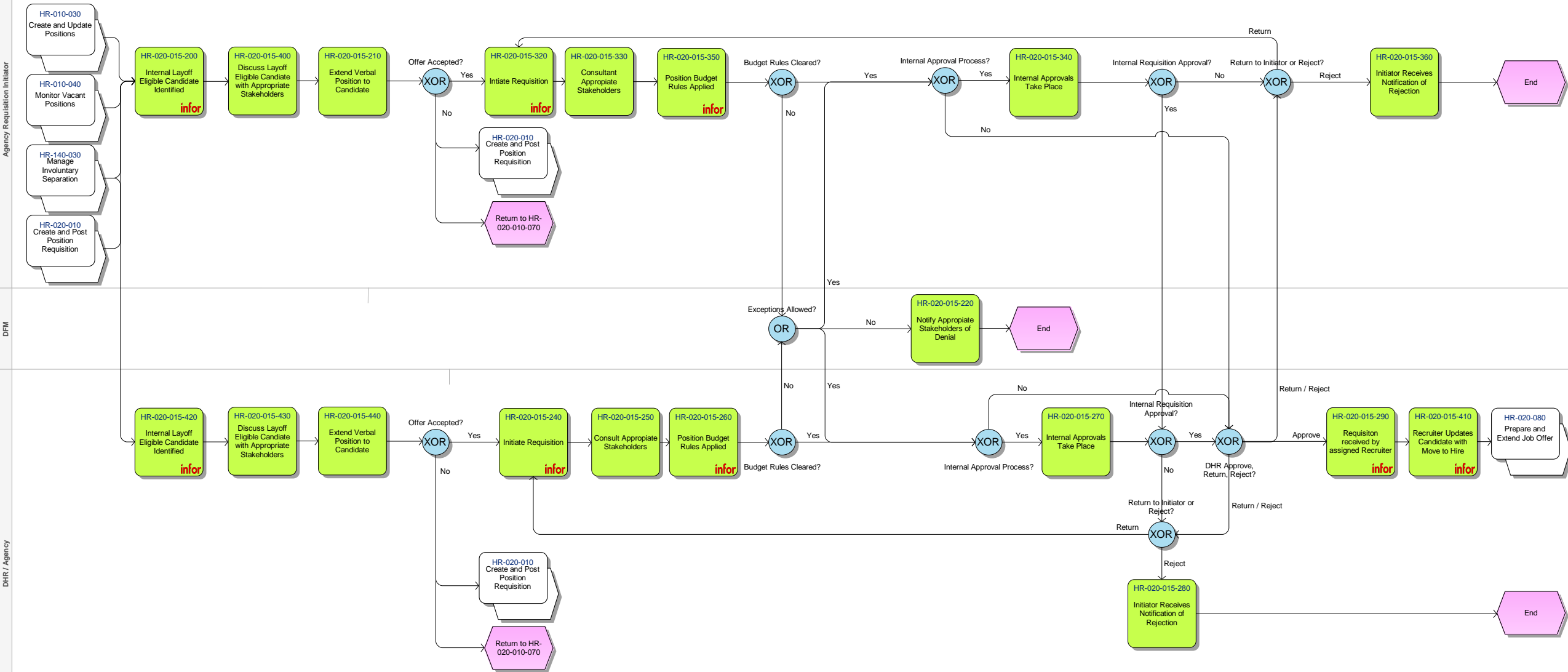
HR-020 Manage Talent Acquisition



HR-020-010 Create and Post Position Requisition

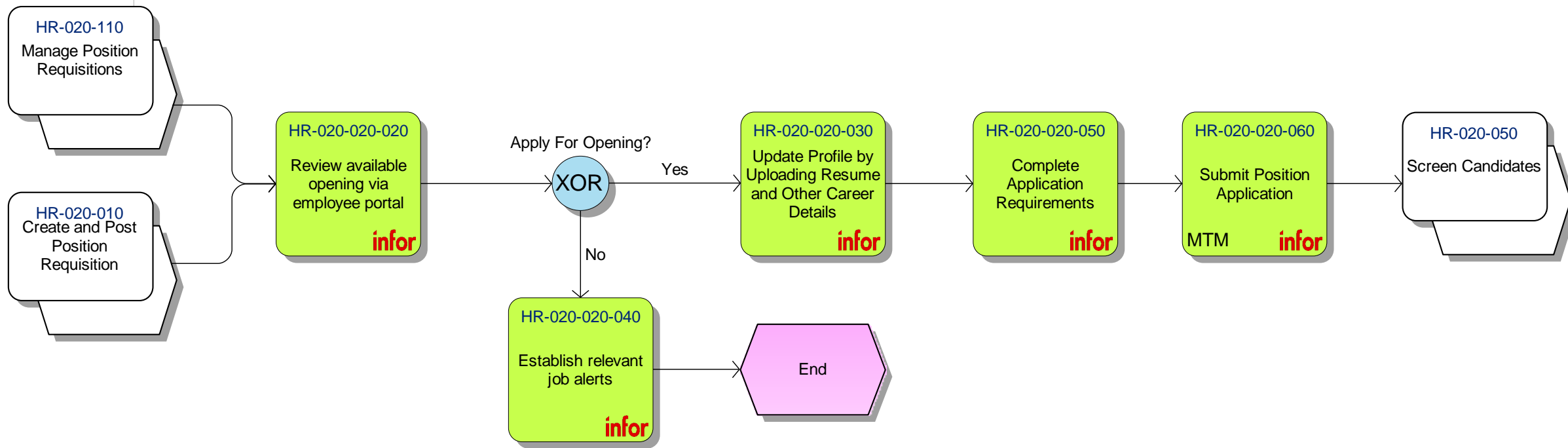


HR-020-015 Create and Post Layoff Eligible Position Requisition



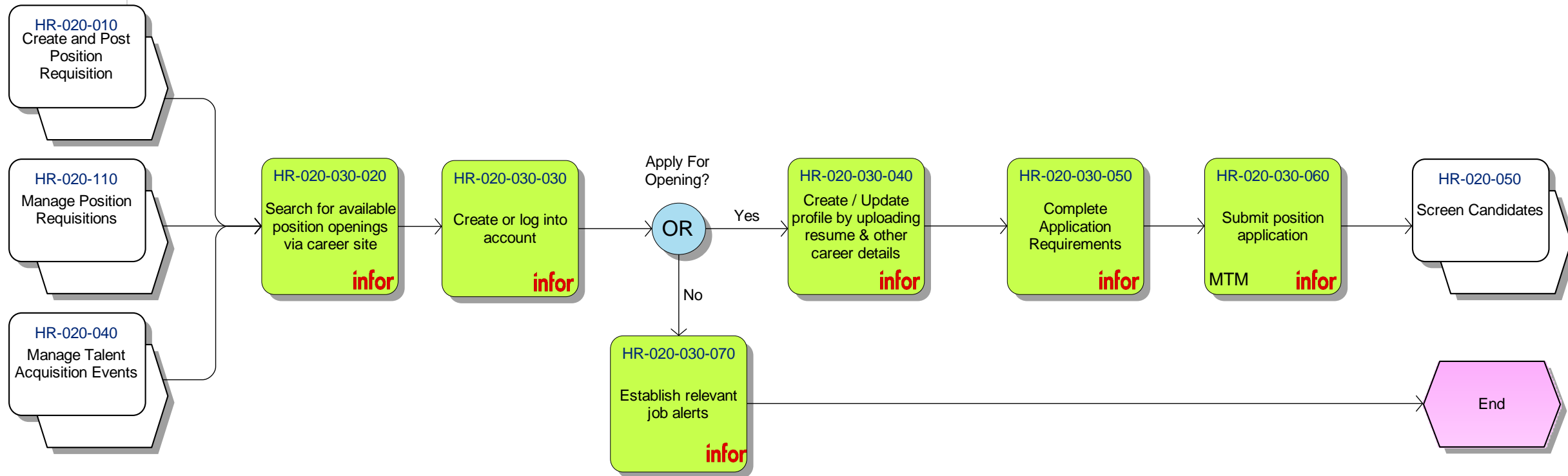
HR-020-020 Internal Applicants Apply

Employee



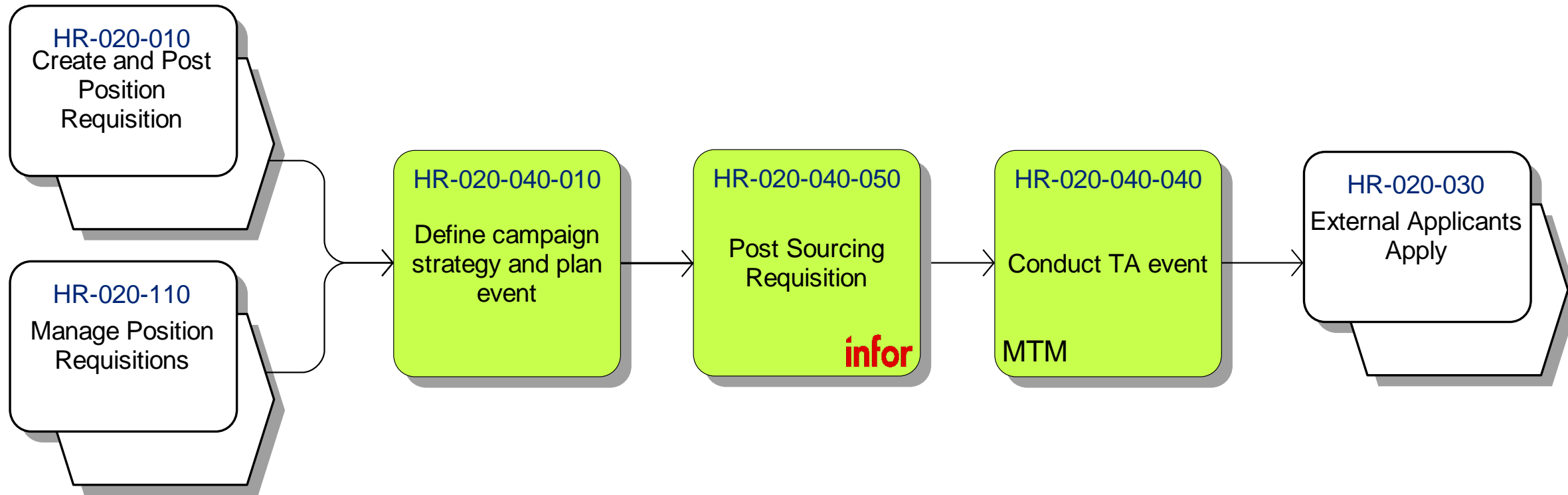
HR-020-030 External Applicants Apply

External Applicant

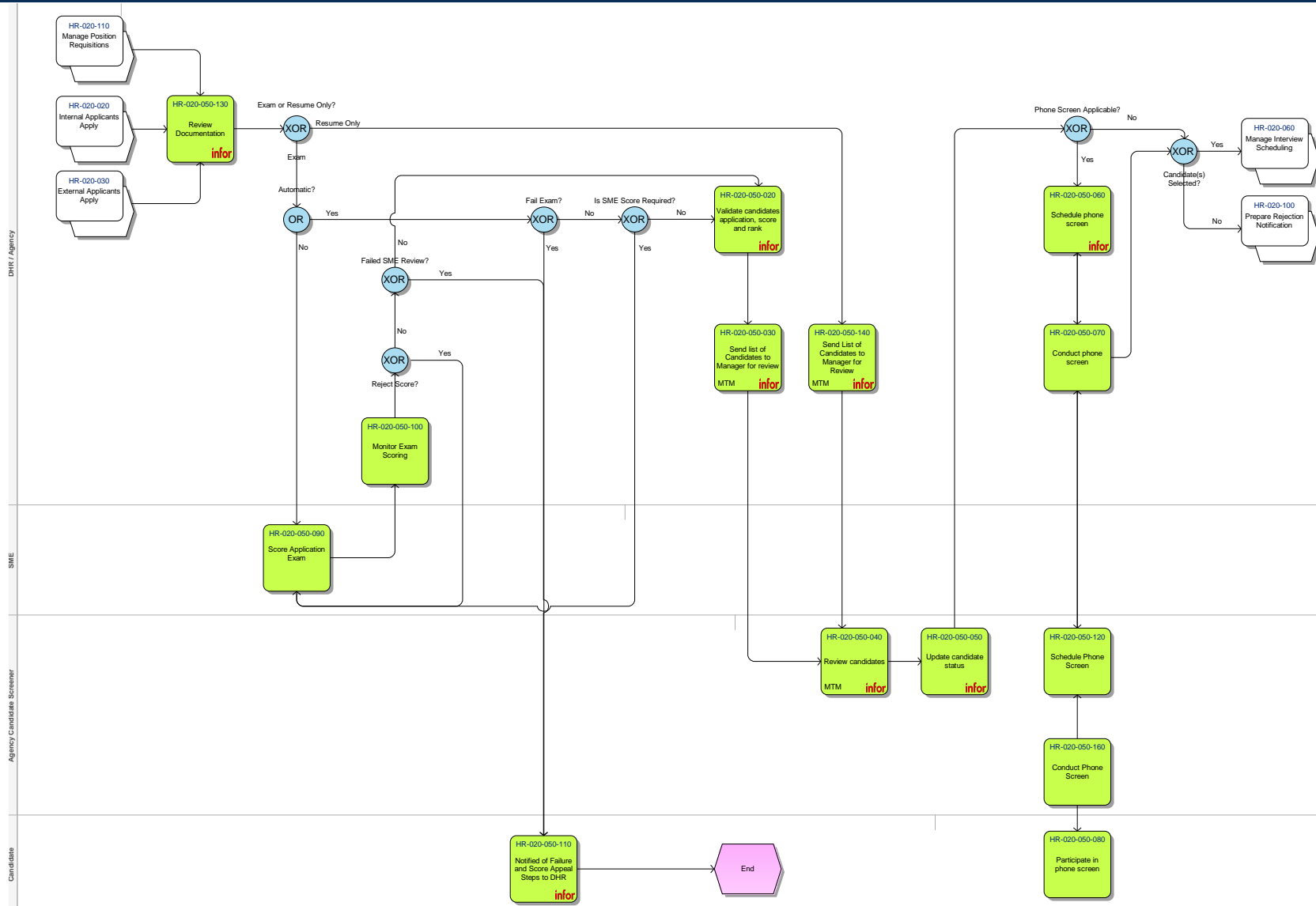


HR-020-040 Manage Talent Acquisition Events

DHR / Agency

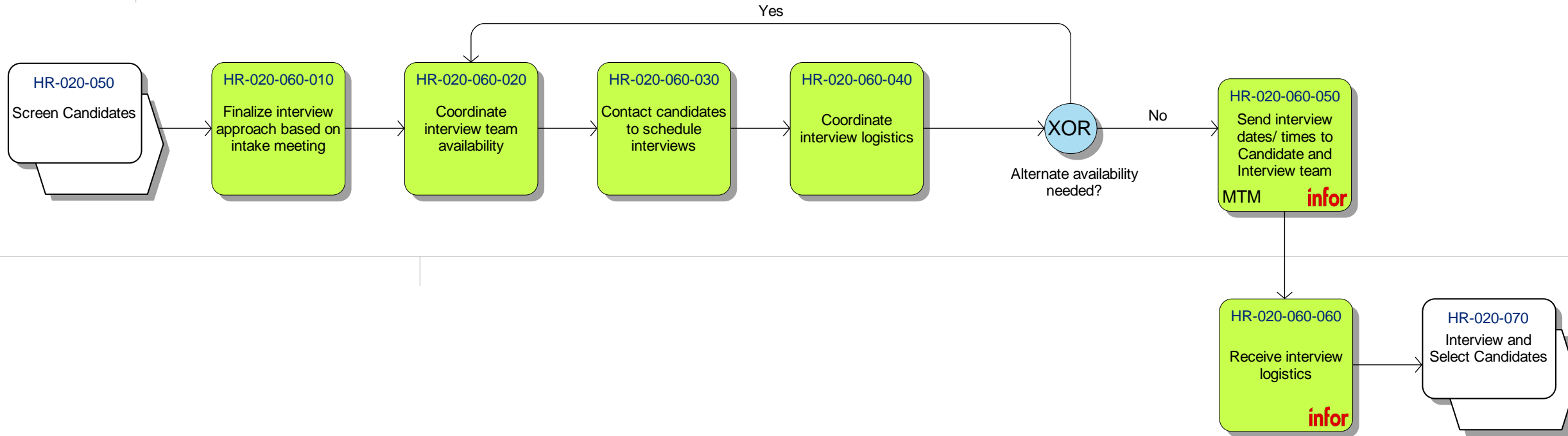


HR-020-050 Screen Candidates

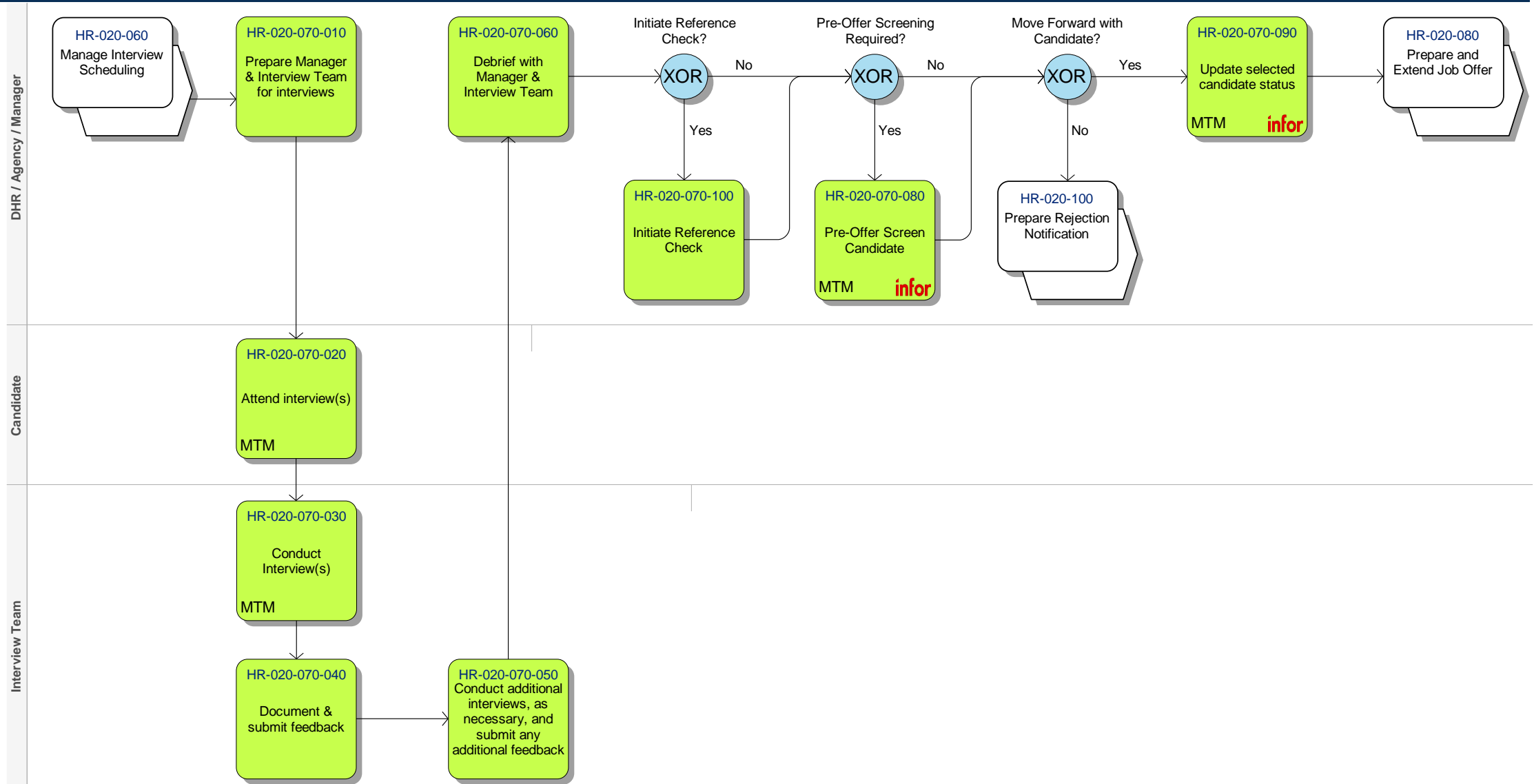


HR-020-060 Manage Interview Scheduling

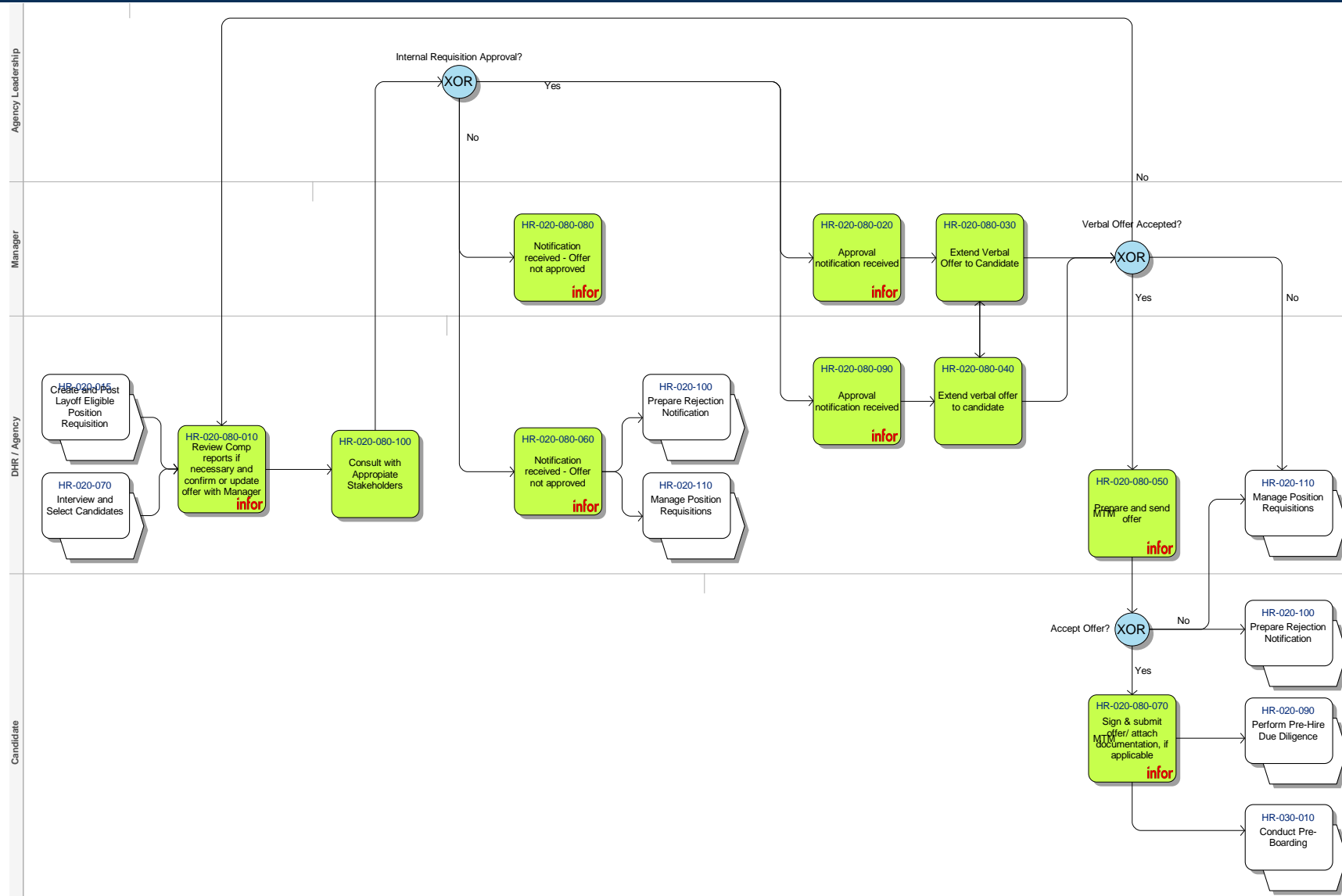
DHR / Agency / Manager
Candidate



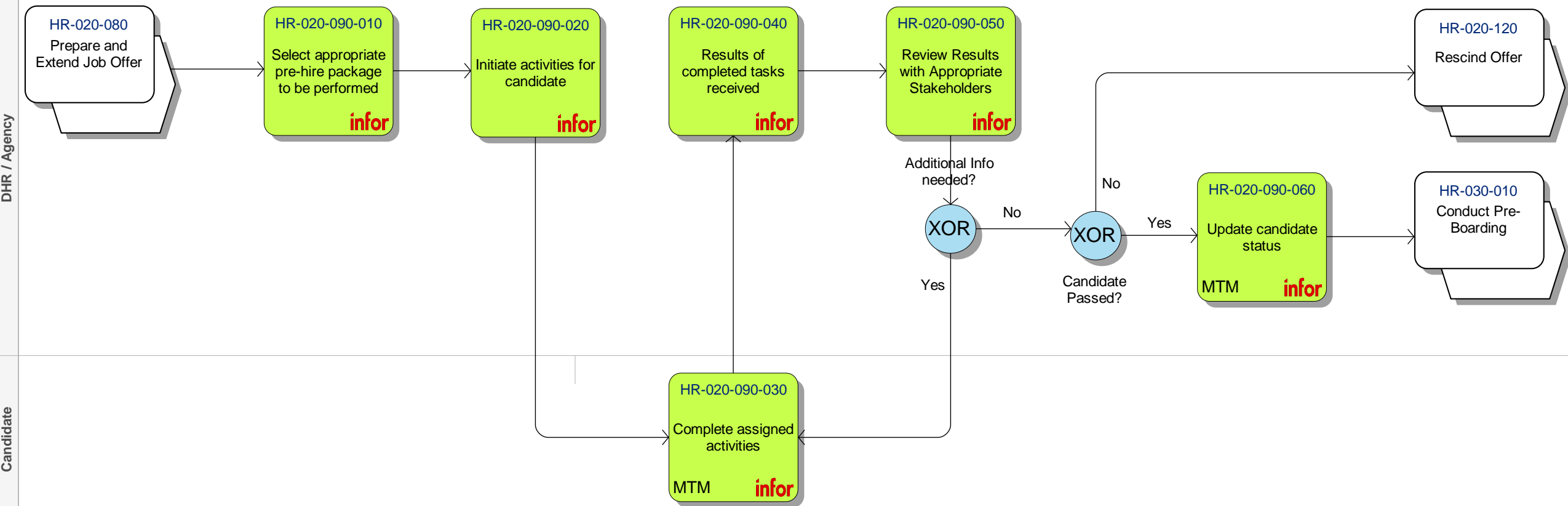
HR-020-070 Interview and Select Candidates



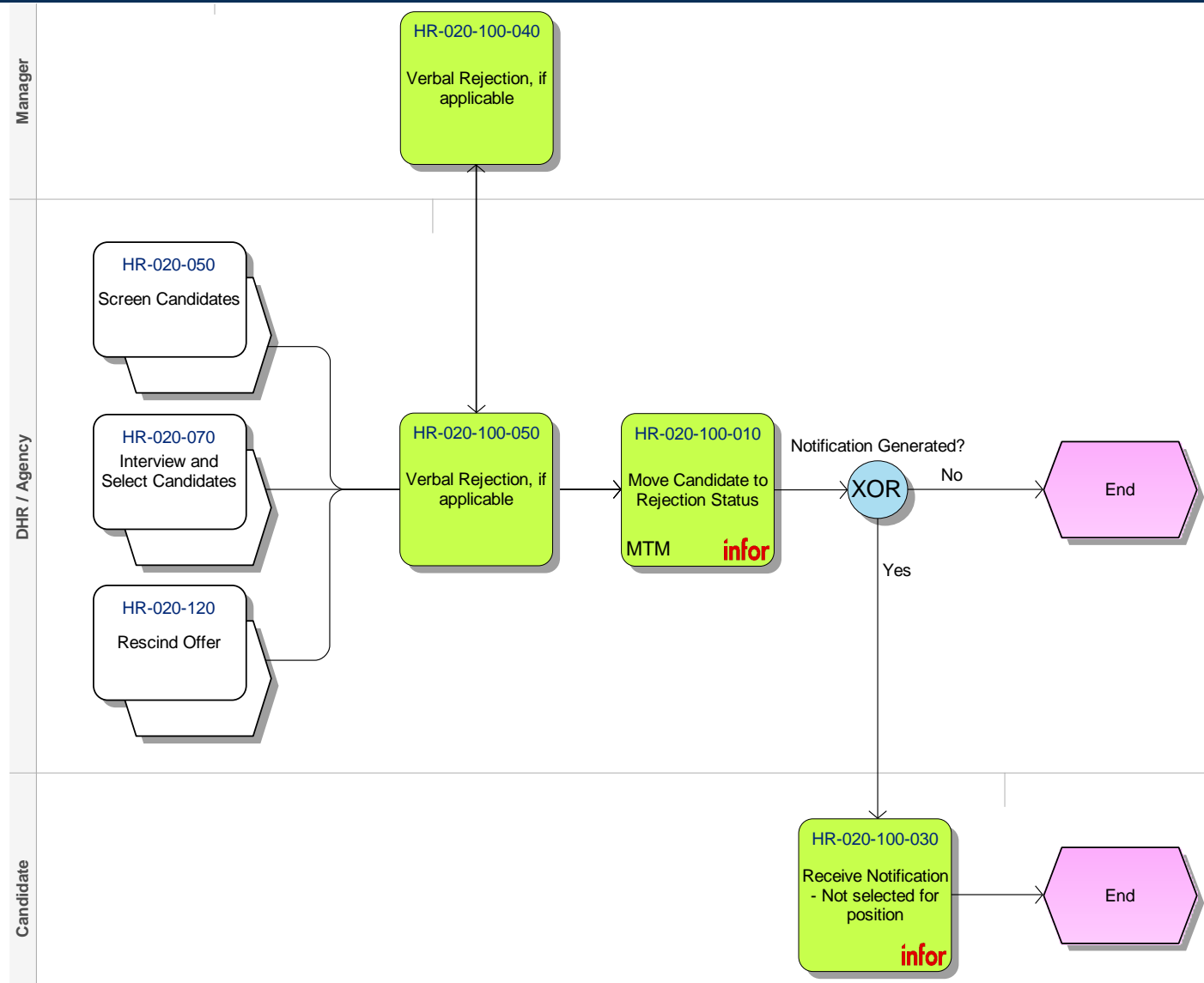
HR-020-080 Prepare and Extend Job Offer



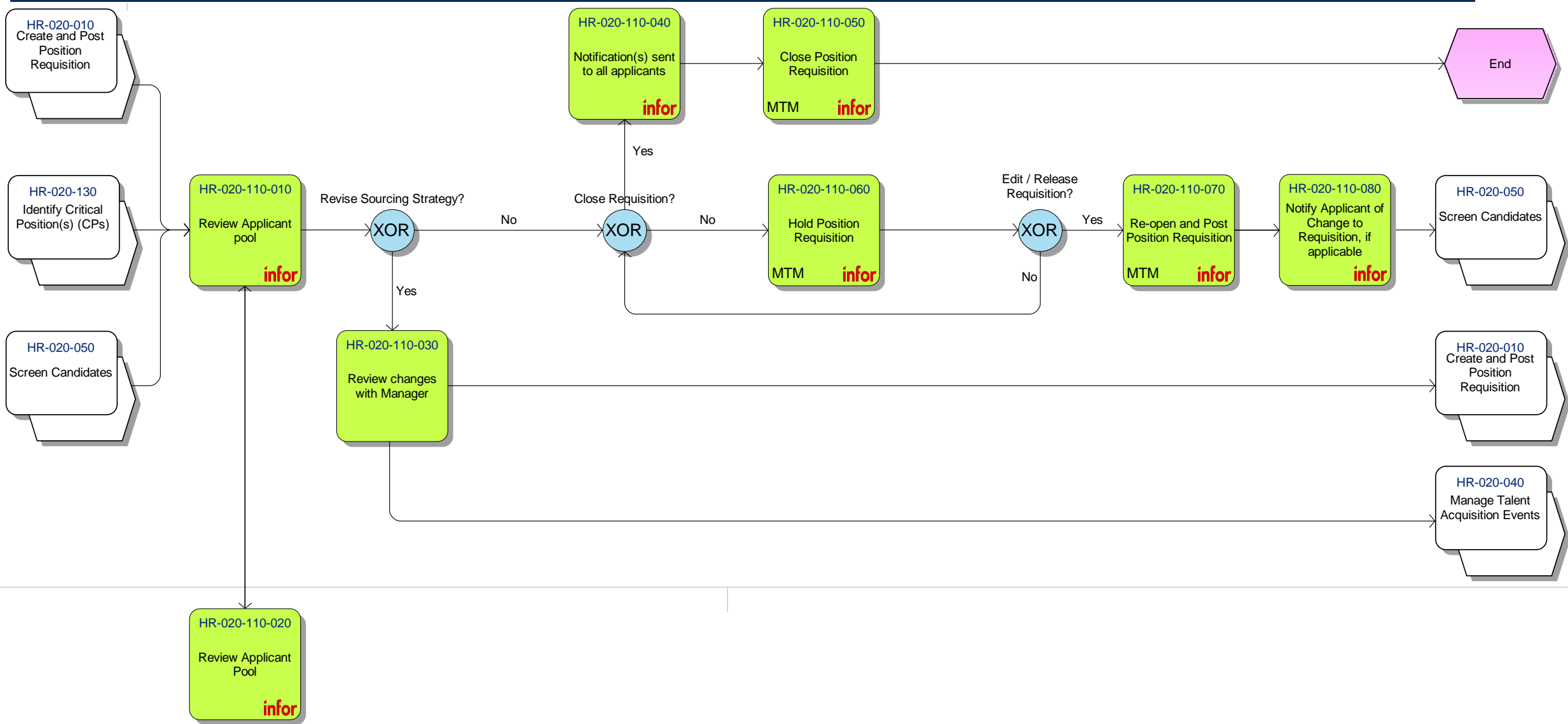
HR-020-090 Perform Pre-Hire Due Diligence



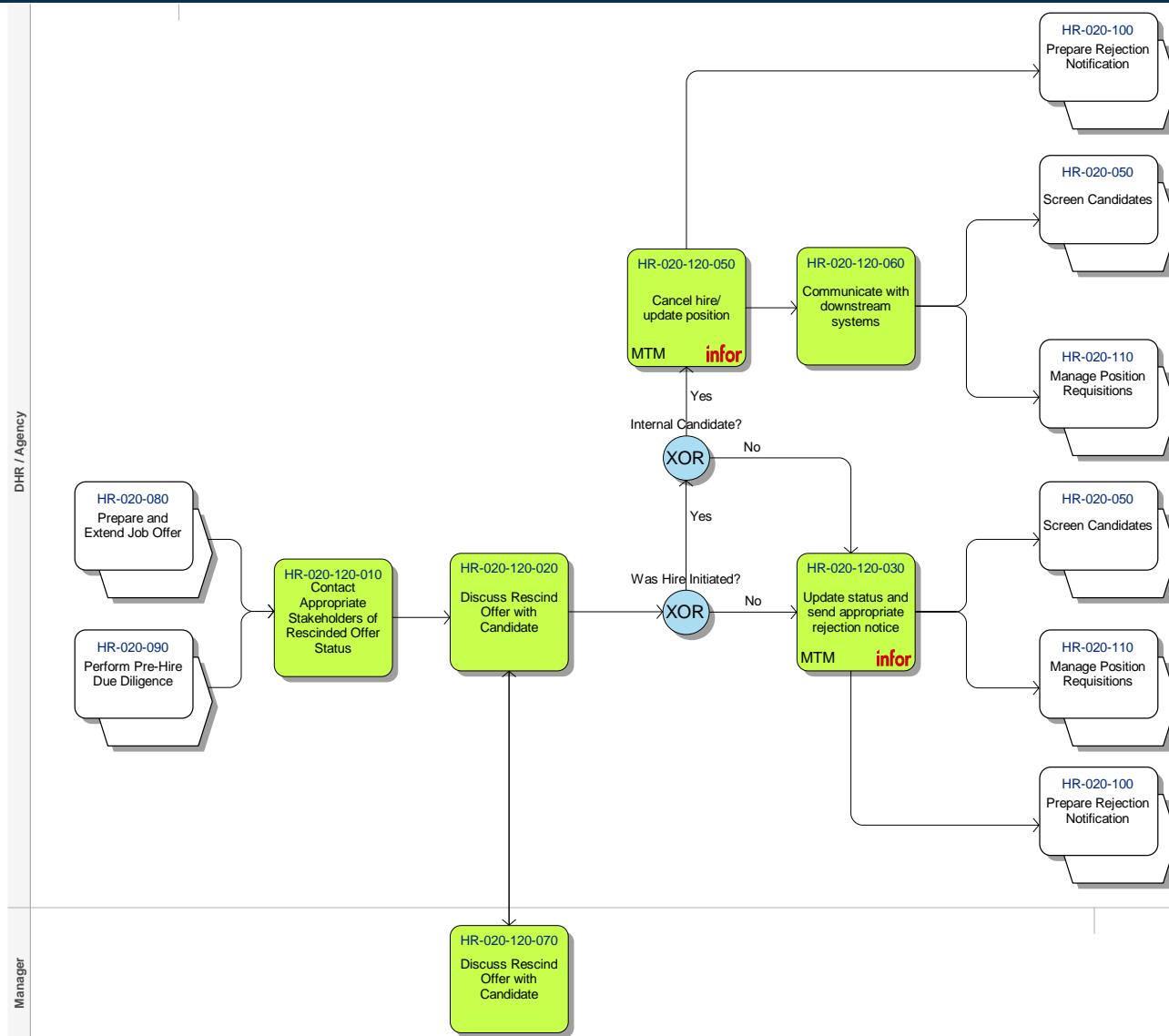
HR-020-100 Prepare Rejection Notification



HR-020-110 Manage Position Requisitions



HR-020-120 Rescind Offer



HR-020-130 Identify Critical Position(s) (CPs)

