### HR-020 Manage Talent Acquisition

<table>
<thead>
<tr>
<th>Code</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
</table>
| HR-020 | Manage Talent Acquisition                     | Talent acquisition manages current and future position openings by applying the processes, systems, and controls that ensure appropriate selection of staff.  
- 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 | Create and Post Position Requisition          | Activities required for Internal approvals and steps necessary to create an open requisition in the system.                                                                                                                                                                                                                                                                                                                                                     |
| HR-020-015 | Create and Post Layoff Eligible Position Requisition | 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 | Internal Applicants Apply                     | 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 | External Applicants Apply                     | The activities for external candidates to create an online profile, review available jobs, and decide to apply.                                                                                                                                                                                                                                                                                                                                               |
| HR-020-040 | Manage Talent Acquisition Events              | Manage talent acquisition events including:  
- Defining strategy of talent acquisition event                                                                                                                                                                                                                                                                                                                                                     |
| HR-020-050 | Screen Candidates                             | Screening of candidates to identify eligibility to be interviewed for the job.                                                                                                                                                                                                                                                                                                                                                                                                               |
**HR-020 Manage Talent Acquisition**

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

- **Start**: Event (e.g., Start, End)
- **Subprocess**: Event (e.g., Start, End)
- **Swimlane**: Employee
- **Process Interface/Link**: HR-100-030
- **Task/Activity**: Task/Activity
- **AND Rule**: AND Rule
- **OR Rule**: OR Rule
- **XOR Rule**: XOR Rule – Exclusive OR
- **Task Connector**: Task Connector
- **Local/SITE-FI-GL-All Departments**: Local/SITE-FI-GL-All Departments
- **SSC-FI-Controlling-CO Master Data Processor**: SSC-FI-Controlling-CO Master Data Processor
- **SSC-FI-Controlling STEERING COMMITTEE**: SSC-FI-Controlling STEERING COMMITTEE
- **Infor system**: Infor system-enabled task / step
- **MTM**: Moment That Matters
- **Document**: Document

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HR-020 Manage Talent Acquisition

Create and Post Position Requisition

Manage Position Requirements

Screen Candidates

Prepare Rejection Notification

End

Identify Critical Position(s) (CPs)

Recruit Offer

Identify Critical Position(s) (CPs)

Rescind Offer

Prepare Rejection Notification

Onboarding

Prepare Rejection Notification

Manage Interview Scheduling

Manage Interview Scheduling

Interview and Select Candidates

Prepare and Extend Job Offer

Perform Pre-hire Due Diligence

Manage Talent Acquisition Events

External Applicants Apply

Manage Internal Applicants Apply

Create and Post Layoff Eligible Position Requisition

Create and Post Position Requisition

Organizational Relationships

Last change: Oct 4, 2021 4:45:54 PM
HR-020-010 Create and Post Position Requisition
HR-020-015 Create and Post Layoff Eligible Position Requisition

1. **Agency Requisition Initiator**
   - DFMDHR / Agency
   - XOR
   - Offer Accepted?
   - Create and Post Position Requisition (HR-020-010)

2. **Internal Layoff Eligible Candidate Identified**
   - HR-020-015-200
   - Extend Verbal Position to Candidate (HR-020-015-210)
   - Consult Appropriate Stakeholders (HR-020-015-220)
   - Position Budget Rules Applied (HR-020-015-230)
   - Internal Requisition Approval? (HR-020-015-240)
   - XOR
   - Return to Initiator or Reject?
   - Notify Appropriate Stakeholders of Denial (HR-020-015-250)
   - XOR
   - Budget Rules Cleared? (HR-020-015-260)
   - XOR
   - Internal Approval Process? (HR-020-015-270)
   - XOR
   - Internal Approvals Take Place (HR-020-015-280)
   - XOR
   - Return to Initiator or Reject?
   - End

3. **Consult Appropriate Stakeholders**
   - HR-020-015-290
   - End

4. **Monitor Vacant Positions**
   - HR-010-040
   - Initiate Requisition (HR-020-015-300)
   - XOR
   - Budget Rules Cleared? (HR-020-015-310)
   - XOR
   - Internal Approval Process? (HR-020-015-320)
   - XOR
   - Return to Initiator or Reject?
   - XOR
   - Return to Initial or Reject?
   - End

5. **Discussion with Appropriate Stakeholders**
   - HR-020-015-400
   - XOR
   - Budget Rules Cleared? (HR-020-015-410)
   - XOR
   - Internal Approval Process? (HR-020-015-420)
   - XOR
   - Return to Initiator or Reject?
   - XOR
   - End

6. **Manage Involuntary Separation**
   - HR-140-030
   - XOR
   - Budget Rules Cleared? (HR-020-015-430)
   - XOR
   - Internal Approval Process? (HR-020-015-440)
   - XOR
   - Return to Initiator or Reject?
   - XOR
   - End

7. **Prepare and Extend Job Offer**
   - HR-020-015-450
   - XOR
   - Budget Rules Cleared? (HR-020-015-460)
   - XOR
   - Internal Approval Process? (HR-020-015-470)
   - XOR
   - Return to Initiator or Reject?
   - XOR
   - End

8. **Recruiter Updates Candidate with Move to Hire**
   - HR-020-015-480
   - End
HR-020-030: External Applicants Apply

OR

Apply For Opening?

Yes

No

End

No

Yes

HR-020-030-010
Create and Post Position Requisition

HR-020-030-020
Search for available position openings via career site

HR-020-030-030
Create or log into account

HR-020-030-040
Create / Update profile by uploading resume & other career details

HR-020-030-050
Complete Application Requirements

HR-020-030-060
Submit position application

HR-020-030-070
Establish relevant job alerts

HR-020-050
Screen Candidates

End

Establish relevant job alerts
HR-020-040 Manage Talent Acquisition Events

- **HR-020-010**: Create and Post Position Requisition
- **HR-020-110**: Manage Position Requisitions
- **HR-020-040-010**: Define campaign strategy and plan event
- **HR-020-040-050**: Post Sourcing Requisition
- **HR-020-040-040**: Conduct TA event
- **HR-020-030**: External Applicants Apply
HR-020-050 Screen Candidates
HR-020-060 Manage Interview Scheduling

1. **HR-020-050**
   - Screen Candidates

2. **HR-020-060-010**
   - Finalize interview approach based on intake meeting
   - Yes: Send interview dates/times to Candidate and Interview team
   - No: Receive interview logistics

3. **HR-020-060-020**
   - Coordinate interview team availability

4. **HR-020-060-030**
   - Contact candidates to schedule interviews

5. **HR-020-060-040**
   - Coordinate interview logistics
   - XOR Alternate availability needed?
   - Yes: Send interview dates/times to Candidate and Interview team
   - No: Receive interview logistics

6. **HR-020-060-050**
   - Send interview dates/times to Candidate and Interview team

7. **HR-020-060-060**
   - Receive interview logistics

8. **HR-020-060-070**
   - Interview and Select Candidates
HR-020-090 Perform Pre-Hire Due Diligence

HR-020-080 Prepare and Extend Job Offer

HR-020-090-010 Select appropriate pre-hire package to be performed

HR-020-090-020 Initiate activities for candidate

HR-020-090-040 Results of completed tasks received

HR-020-090-050 Review Results with Appropriate Stakeholders

HR-020-090-060 Update candidate status

HR-020-120 Rescind Offer

HR-030-010 Conduct Pre-Boarding

HR-020-090-030 Complete assigned activities

XOR Additional Info needed?

Yes

Candidate Passed?

No

MTM
HR-020-110 Manage Position Requisitions

HR-020-010 Create and Post Position Requisition

HR-020-050 Manage Talent Acquisition Events

HR-020-110-010 Screen Candidates

HR-020-110-020 Review Applicant Pool

HR-020-110-030 Review changes with Manager

HR-020-110-040 Notification(s) sent to all applicants

HR-020-110-050 Close Position Requisition

HR-020-110-060 Hold Position Requisition

HR-020-110-070 Re-open and Post Position Requisition

HR-020-110-080 Notify Applicant of Change to Requisition, if applicable

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

HR-020-040 Review Applicant Pool

HR-020-070 Hold Position Requisition

HR-020-080 Close Position Requisition

End
Identify Critical Position(s) (CPs)

HR-020-130

- Manage Position Requisitions (HR-020-110)
- Report Agency roles / include Critical Position(s) (CPs) (HR-020-130-010)
- Schedule meeting with appropriate agency leaders re CP(s) (HR-020-130-020)
- Facilitate Discussion on CP(s) within Agency (HR-020-130-040)
- Participate in CP(s) Discussion (HR-020-130-050)
- Changes Required?
- Update CP(s) (HR-020-130-060)

MTM

Yes

No

End

Changes Required?

End