Talent: Requisition Process

Step 1: Department Creates Requisition
- ☐ Department uses approved position number to create new requisition.
- ☐ Department routes requisition to appropriate approvers in workflow.

Step 2: HR Reviews and Approves Requisition
- ☐ HR contacts departments if revisions are needed.
- ☐ HR changes requisition status to "Open" (requisition is viewable to public).

Step 3: Requisition Collects Applications
- ☐ Applicants create profile (includes resume parsing) or use existing profile to apply. Applicants may also apply as guest users.
- ☐ Upon completion of application, candidate enters "In Review" status.
- ☐ Applicants who do not meet minimum qualifications according to the supplemental questions do not appear in department applicant pool (applicant email triggered).

Step 4: Department Reviews Applications
- ☐ Search committee can log in to Talent and view applications.
- ☐ Search committee evaluates applicants.
- ☐ Department maintains applicant matrix/scores stored within Talent.
- ☐ Department changes applicant statuses in Talent (e.g., not interviewed or does not meet minimum qualifications).

Step 5: Department Schedules Interview(s)
- ☐ Interviews are scheduled either outside of or within Talent.
- ☐ Department maintains communication records and interview matrix/scores stored within of Talent.
- ☐ Department changes applicant statuses in Talent (e.g., interviewed, not hired or offer pending).

Step 6: Finalist Selected
- ☐ Department extends verbal offer.
- ☐ Offer letter extended through Talent by department.
- ☐ Department initiates background check in Talent.

Step 7: Close/Fill Requisition
- ☐ Department changes applicant statuses in Talent.
- ☐ Department updates requisition status to "Closed".

Note: The workflow for a non-competitive requisition is different and requires HR guidance.

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