

Recruitment and Hiring Process Planning Activities and Timeline

Pre-Plan Preparation:	Projected Timeline
HR Representative (Taleo Job Requisition Submitter): Meets with Hiring Manager (HM) to review position request	Date Range: To be determined based on information needed in this stage* On average 2 weeks
HR Representative (Taleo Job Requisition Submitter): Compiles job-specific information from HM (may also need to consult with Compensation) to ensure they have the correct job description to match required duties to be performed)	Date Range: To be determined based on information needed in this stage* On average 2 weeks
HR Representative (Taleo Job Requisition Submitter): Consults with department administrators, accountants, etc. to determine: 1) Approved budget, 2) # of positions needed, 3) classification (Exempt vs. Non-Exempt), 4) status: contingent category II or regular, and 5) new position or refill.	Date Range: To be determined based on information needed in this stage, any research, and/or response time* On average 1-2 weeks
HR Representative (Taleo Job Requisition Submitter): Submits job requisition approval path in Taleo to department approvers to review.	Date Range: *As a result of routing procedures within department and then to Compensation, date range may be impacted* 2-5 business days

Search Committee or Hiring Manager: Determines interview schedule {How many interviews should this position have? Interview Panel or Committee?}	Date Range: *Should be done prior to position being posted* Based on position type, determine if you will host one or two interviews. As well as who will be part of the interview process.
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	7-10 business days prior to requisition posting
Search Committee or Hiring Manager: Interview Holds {Schedule tentative calendar holds for interviews {inperson, virtual}}	Date Range: *Should be done prior to position being posted, especially if multiple schedules are considered* Place interview scheduling holds on your calendar, and all involved in interviews. 5-7 business days prior to requisition posting
Compensation	
Reviews and approves job requisition	Date Range: 3-5 Business days * The requisition is using an existing job description and there are no unusual circumstances associated with the request* 10-30 Business days * If a new job is needed to be created. Length of time may depend* on the complexity of the request
Talent Recruitment	
Reviews and finalizes job for posting	Date Range: 1-2 business days

Job Posting Duration Determination	HM or HR Representative provides a posting length range (Note: Must be “no less than five (5) calendar days” per the VII-1.01(A) UMB Policy on the Recruitment and Selection of Staff Employees policy) Or A Talent Recruitment Specialist provides posting length range based on their familiarity of the position. Average two weeks *May vary based on position type and level*
Advertising and Outreach Discussion	HM and Talent Recruitment Specialist determine if external sourcing is needed/wanted, for the period of duration, and the funding source to be used for payment. Discussion should take place as early as the position posting is reviewed and approved, up to two weeks after the position is posted.
Posts the Job Online and/or puts job on external sites (if applicable)	Date Range: 1-3 business days
Screening of Applications	Date Range: *Provided range based on length of position, number of applications* First screening as early as one week after the position is posted. Last screening 1-2 business day after job has closed.

Releasing of Applications to Department in Taleo	Date Range: Periodic review and release of applications who meet minimum qualifications, through the duration of the position being active, posted in Taleo. *At department's discretion, they may ask for applications not to be advanced until position is closed, and/or another variation of how they would like applications to be released*
Hiring Manager	
Hiring Manager Screening	Date Range: (To be determined by hiring manager). *Recommended range: 3-5 business days after receiving applications.
Hiring Manager/Hiring Department Scheduling Interviews	Date Range: Recommended range: Within 1-3 business days after screening applications.
	(As soon as screening is complete, hiring managers should begin communicating to applicants and scheduling phone screen and/or first interview)
Conduct Phone Screen/Interview and/or first round interviews	Date Range: Recommended range: Interviews/ Phone Screens should be conducted no more than 2 weeks from initial contact with applicant.

Conduct In-Person Interviews	Date Range: Recommended range: Interviews should be conducted no more than 1 week from initial interview with applicant. (Interview scheduling of larger interview panel/committee may impact scheduling).
Conduct Reference Checks	Date Range: Once candidate has been selected, within 1-3 business days, references should be confirmed, and reference checks initiated. *References may be conducted pre-background or concurrent with background check.
Talent Recruitment	
Initiate Employment Background Check (If external applicant or if applicant is currently a Contingent Category I with no prior background check conducted)	Date Range: Once an offer draft is received, background checks are initiated within 24-48 business hours. *Staff background checks may take 5-7 business days (turnaround time) to complete and return. *Discrepancies and international education may delay the turnaround time for background checks*
Send Approved Offer to Hiring Manager	Date Range: 1-2 business days once background check is completed. *Contingent offer allowed once candidate submits their background check information. *
Hiring Manager	

Send Acceptance of Verbal Offer to Talent Recruitment	Date Range: Typically sent within 1 business day of acceptance of verbal offer.
Talent Recruitment	
Send Electronic Offer Letter to Candidate	Date Range: Within 1 business day of receiving communication of acceptance. 3-5 business days is a typical timeframe for e-offer expiration.
Close Out Process	Date Range: 1-3 business days
Hiring Manager/Department	
Projected Start Date	(Based on Onboarding Schedule)
Onboarding Registration (If candidate is a new hire or is moving to a job with different benefit eligibility)	(Based on Onboarding Schedule)

HIRING TIMELINE EXAMPLE

Hiring Process Preparation: Job description update/Development, Position Requisition Submission	10/27/2023 – 11/10/2023
Position Requisition review and approval; Job Posting Development	11/10/2023 – 11/16/2023
Job Posting	11/17/2023 – 12/29/2023
Minimum Screening by Talent Recruitment Specialist.	Week of 1/2/2024 -1/3/2024
Hiring Manager Screening/Input	1/4/2024 -1/8/2024
Extend Invitations for Phone Interview	1/9/2024 -1/10/2024
1st Interviews (phone)	1/12/2024- 1/16/2024
Extend Invitations for In-Person Interview	1/17/2024 – 1/18/2024
2nd Interviews (in person)	1/22/2024 -1/26/2024
Background Check & References	Week of 1/29/2024
Salary Determination and Job Offer	Week of 2/5/2024
Projected Start Date (based on new employee onboarding schedule)	End of February 2024