



# Pipeline Medical Hiring Process



# Summary

	<b>Steps to complete</b>	<b>Accountable to complete:</b>
<b>1</b>	Identify need	Hiring Manager
<b>2</b>	Get approval from...	Sr. Leadership
<b>3</b>	Send Job Description & hiring template	Hiring Manager
<b>4</b>	Post Position	Sandra S.
<b>5</b>	Review Application	Many
<b>6</b>	Send test gorilla assesment	Sandra S.
<b>7</b>	Sent TTI assesement	Sandra S.
<b>8</b>	Offer letter approval	Sr. Leadership
<b>9</b>	Send offer letter	Hiring Manager
<b>10</b>	Notify of acceptance	Hiring Manager



## **1. IDENTIFY THE HIRING NEED.**

This need could vary from filling a vacated position, better managing a team's workload, or expanding the reach of organizational tasks.

## **2. DISCUSS THE RECRUITMENT PLAN.**

Get approval from Senior Leadership the need to open a new position and if it aligns with the objectives of the company. Plan how to advertise the new position, both internally and externally, and define the criteria for the initial selection of candidates.





### **3. WRITE THE JOB DESCRIPTION.**

- Write job description.
- Fill out template for new position (job description, location, salary range, timeline, hiring manager, etc)

### **5. REVIEW APPLICATIONS.**

Sandra will review each day for 30 min, the applications of the candidates and will invite the best 2 candidates of each position to an interview.

### **4. ADVERTISE THE POSITION**

- Outsourcecely
- LinkedIn
- Indeed
- Website.
- Recruiters



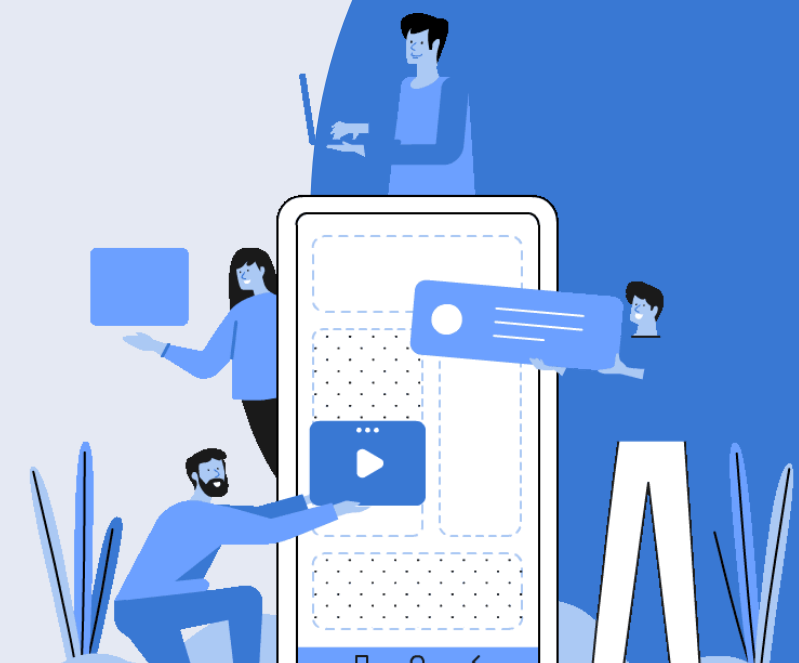
## 6. INTERVIEWS.

- **1st interviews** will be one-on-one, by Zoom held by Sandra, focusing on applicants' experience, skills, work history, and availability. Send feedback immediately.
  - If are good candidates will be moved to a 2nd interview, if not, a kill email will be sent.

**2nd interviews** are held by a team of the department, these interviews are more in-depth, focusing on a specific topic or aspect of the job to avoid redundancy and ensure an in-depth conversation about the role and the candidates qualifications and experience. Send feedback immediately.

- **Last interview** will be held by the team leader/senior leadership & interviews are typically extended only to a very small pool of top candidates. Send feedback immediately.

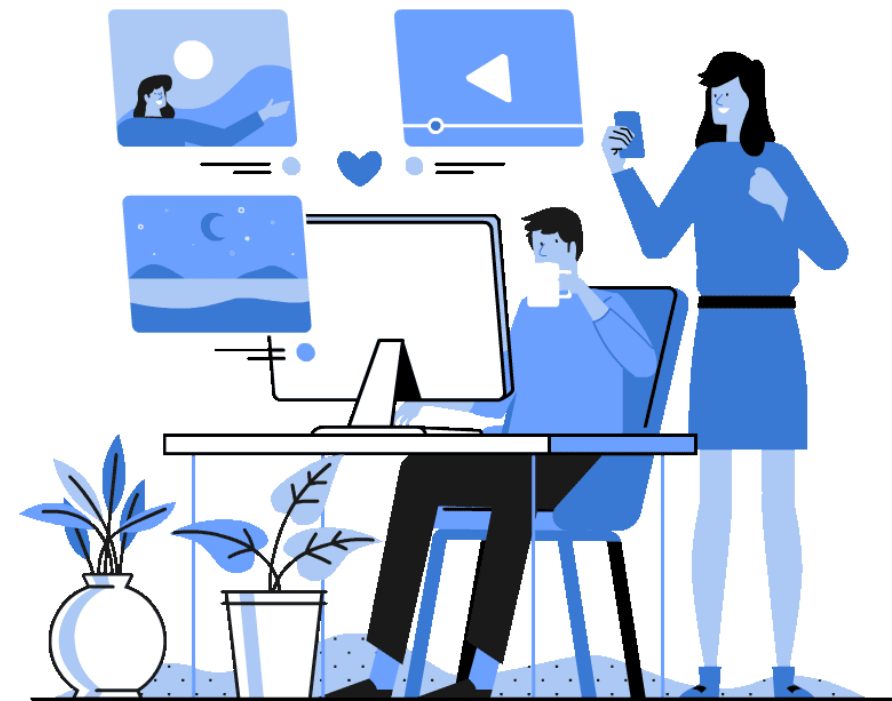
*(use interview guide template)*





## 7. ASSESSMENTS.

- Once the interviews are completed, or during their completion, Sandra will send a **Gorilla Test** assessment. These exams measure a wide range of variables, including personality traits, problem-solving ability, reasoning, reading comprehension, emotional intelligence, according to the position.



## 8. DECISIONS.

- The hiring staff identifies their top choice. The hiring staff should also select a backup candidate, in case the top choice declines the offer or negotiations fail to produce a signed offer letter.
- In the event that no candidates meet the hiring criteria, the hiring staff should determine whether or not to start the hiring process over. If so, the hiring staff should discuss whether or not to adjust the job description in order to yield more favorable candidates.

## 9. JOB OFFER

Once a top candidate is identified, the organization should extend an initial offer.

The hiring staff should determine which elements of the offer letter are negotiable, and which are not: like salary, flexible work schedule, etc.

Should be approved by Ana Maria, & manager above the hiring manager

## 10. HIRING

Once the candidate accepts the job offer they are hired. An accepted offer letter begins a process of filling out and filing paperwork related to employment. These information needed will be performed by Sandra and Ana Maria.





## 11. ONBOARDING.

The candidate will receive a Welcome email send by Sandra, with all the basic information and next steps to start working on Pipeline Medical. His/her superior will f/u with the candidate in the company immersion.

# Welcome aboard!

