1	RPM completes title tracker with Scope of Work given by PI	2
2	DOCR provides title based on info from PI	2
3	Complete job description and JAQ based on Title picker results	2
4	Supervisor sends HR manager JAQ and job description	3
5	HR manager submits the JAQ to R&R	7
6	After R&R approves, position is posted on HR website	2
7	Hiring manager reviews applications, interviews, makes hiring decision	21*
8	Supervisor submits completed reference checks to HR manager	2
9	HR manager completes the equity analysis to determine salary offer	5
10	Supervisor makes offer and determines the start date (see below)	2
11	HR manager completes offer letter and sends to applicants	2

* Important Note: This step varies based on how long it takes for the hiring manager to review applications, conduct interviews, and make the hiring decision.

1	New hire sent forms to complete by HR office	2
2	New hire completes forms and returns	4
3	Corporate HR office initiates electronic background checks	2
4	Background checks completed	7 *
5	HR office initiates online I-9 (citizenship/immigration verification)	2
6	New hire completes online I-9	3
7	HR office loads new hire information into i-Forms payroll system	2
9	SON-IT sets up NetID with DHTS	3
10	HR office organizes orientation and informs new hire	3