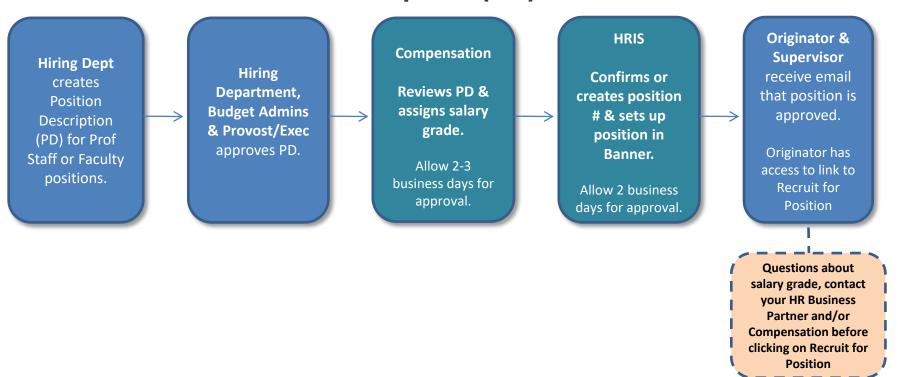
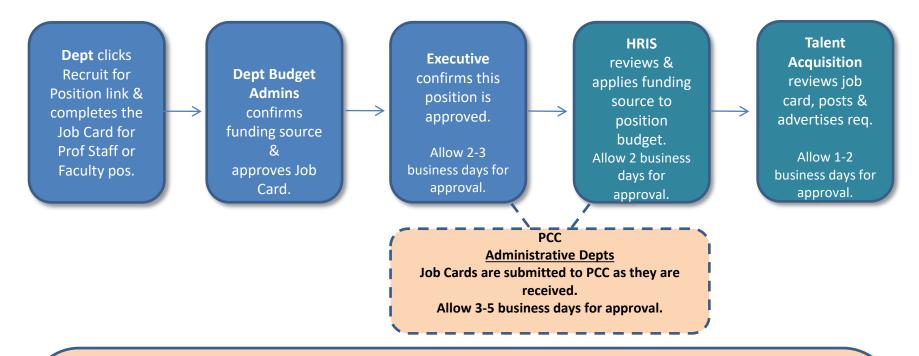
## **Position Description (PD) Workflow**



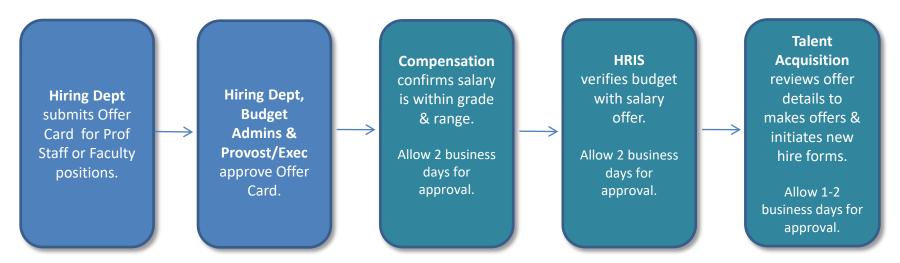
- Position Number if a new position is needed, do not enter in a position number. HRIS will create the position number when the PD reaches them for approval.
- If the PD needs changes to the job description before it's posted or before clicking the Recruit for Position link, click on Update PD and it will allow for edits. The PD will have to go through approvals again.
- Ensure you are selecting the correct College/Dept in the approval process. It automatically defaults to the AJ Drexel Autism Institute.
- In the approval process, the Optional Approver is not optional. The Optional Approver is someone who is not always in the approval process, but who may need to review the job description. Ex) Department Head, Hiring Manager, Supervisor

## Job Card (JC) Workflow



- Dept will attach the Business Case and Budget Transfer forms to the Documents section when approving the requisition.
- Any req that needs a Budget Transfer form but is not included will be declined by HRIS and the approval process will reset.
- If the job description is to change after approvals, notify TA to discuss with Compensation and make necessary changes to the PD.
- Ensure you are selecting the correct College/Dept in the approval process. It automatically defaults to the AJ Drexel Autism Institute.
- In the approval process, the Optional Approver is not optional. The Optional Approver is someone who is not always in the approval process, but who may need to review the job description. Ex) Department Head, Hiring Manager, Supervisor

### Offer Card (OC) Workflow



# Talent Acquisition Offer Process

#### **Professional Staff**

TA makes Verbal Offer
TA contacts dept if negotiation is requested.
Upon acceptance, TA kicks off online offer &
new hire forms through Drexel Careers

#### **Faculty**

TA kicks off online offer (contract) & new hire forms through Drexel Careers.

- Dept will attach Budget Transfer form (if offer is higher than original position budget) to the Documents section when approving the requisition. Any req that needs a Budget Transfer form but is not included will be declined by HRIS and the approval process will have to be reset.
- Ensure you are selecting the correct College/Dept in the approval process. It automatically defaults to the AJ Drexel Autism Institute.
- In the approval process, the Optional Approver is not optional. The Optional Approver is someone who is not always in the approval process, but who may need to review the job description. Ex) Department Head, Hiring Manager, Supervisor

## **Onboarding Workflow**

FINALIST accepts online offer & completes new hire forms in Drexel Careers.

Allow 3-5 days for completion.

#### HR COMPLIANCE

sends background check invitation(s) to be completed online.

TA emails I-9 invitation & instructions to finalist to complete online.

Start date may be delayed if the background check is not completed within 3 days.

## PEBC (if required) HR COMPLIANCE

emails the finalist a link to complete the PEBC online registration.

The finalist receives 2 emails with instructions & payment codes for the online Child Abuse clearance form & FBI fingerprint appt.

Child Abuse clearance & FBI fingerprint results are expected to return within 2–21 days.

Upon completion, **TA** alerts **HRIS** for processing in Banner.

TA emails Finalist
welcome message
regarding orientation,
I-9 completion, and
account pick up info.
(Supervisor is copied
on email.)

- If the PEBC is required and the fingerprinting is not completed, the start date may be delayed if the finalist will be working with minors.
- New Hires must start on an orientation date. Talent Acquisition will discuss a new start date with the dept if the requested date is not on an orientation date or if the date does not provide sufficient time for the background check to be completed.
- DUCOM and CNHP employees will receive their FBI clearance results directly via mail. They are responsible to provide a copy to the HR department as soon as they receive it.