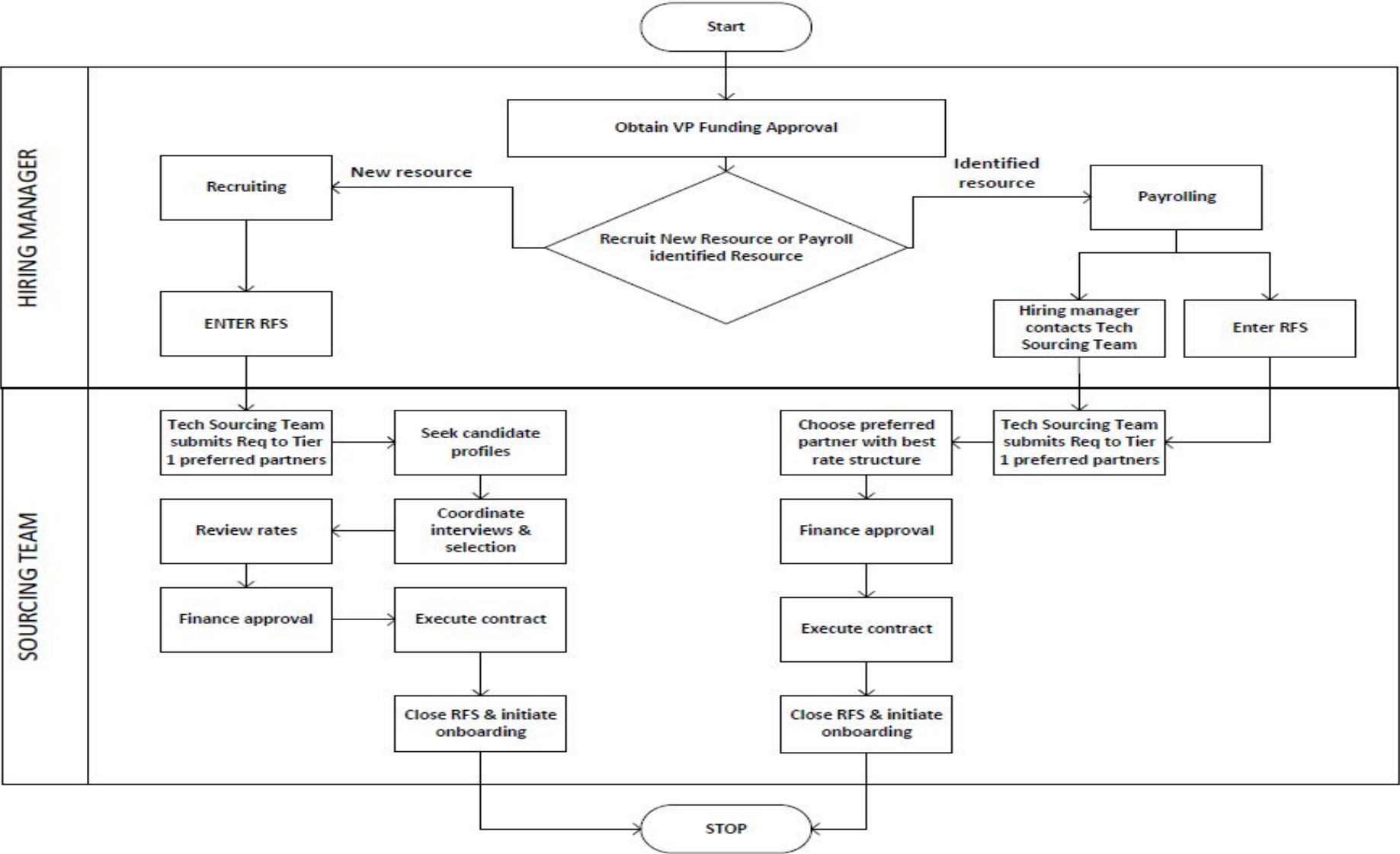


Tech Contingent Labor Program

Requisition Fulfillment Process



*Resource can be a contractor or a contract- to-hire.

*Contact the Tech Sourcing Team at:
IT_Staff_Aug_Team@Hilton.com

Tech Contingent Labor Program

Requisition Fulfillment Process

Roles & Responsibilities

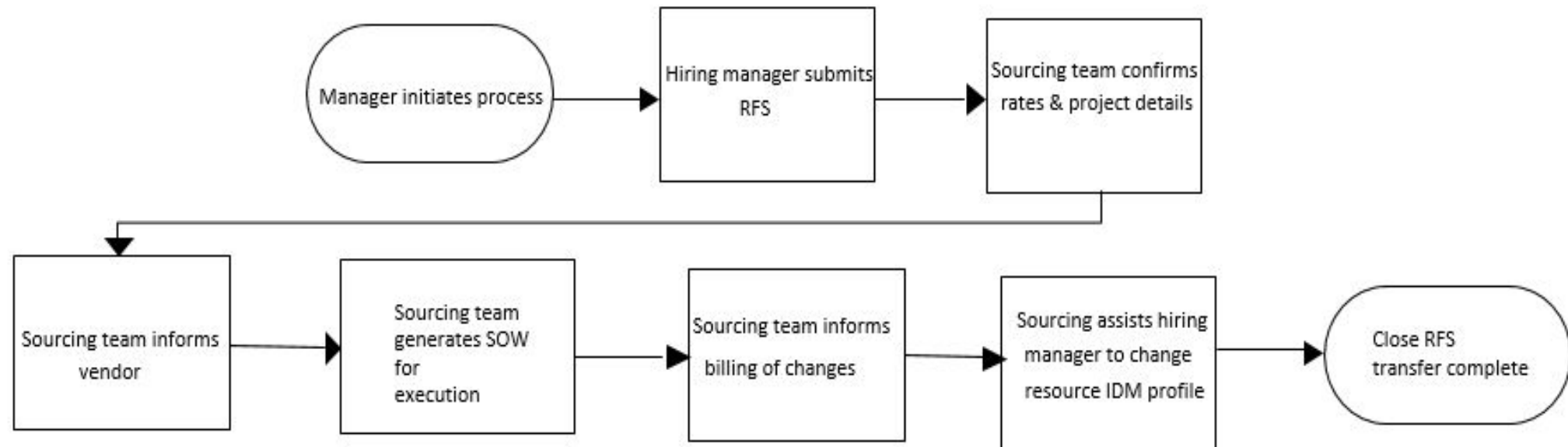


Process Owner	Action	Details
Hiring Manager	Obtain budget approval from department VP	<ul style="list-style-type: none">• Ensure funding is available for resources
Hiring Manager	Determine if a resource needs to be recruited or payrolled	<ul style="list-style-type: none">• If a resource is already identified through a referral/ non preferred vendor then the resource will need to be payrolled through a Tier 1 partner• If a resource is unidentified then a new resource will be recruiting through Tier 1/ Tier 2 partners
Hiring Manager	Contact Tech Sourcing Team	<ul style="list-style-type: none">• Sourcing will assist hiring manger to determine hiring needs
Hiring Manager	Enter RFS	<ul style="list-style-type: none">• An RFS is required for all IT resource needs• RFS to be entered immediately
Sourcing Team	Review RFS and submit requisition to preferred partners	<ul style="list-style-type: none">• Ensure all necessary data is entered in RFS tool• Utilizes requisition fulfillment sheet to provide all details/scope of the role to vendors
Sourcing Team	<p>If recruiting for unidentified resource:</p> <ul style="list-style-type: none">• Seek Resume• Coordinate interviews/selection• Review rates <p>If payrolling identified resource:</p> <ul style="list-style-type: none">• Choose preferred partner with best rate structure	<ul style="list-style-type: none">• Sourcing monitors resume inflows and tracks resumes submitted per requisition on a weekly basis• Sourcing reviews and negotiates rates as needed• Ensures preferred vendors complete background checks, education verification, visa status, & insurance requirements
Finance Team	Finance approval	<ul style="list-style-type: none">• Finance approval may take up to 3 days to be approved in RFS tool
Sourcing Team	Execute contract and close RFS	<ul style="list-style-type: none">• Sourcing team reviews SOW, executes contract, and closes RFS

Tech Contingent Labor Program

Resource Manager/Project Transfer Process

Hilton



Tech Contingent Labor Program

Resource Manager/Project Transfer Process

Roles & Responsibilities



Process Owner	Action	Details
Hiring Manager Resource	Manager initiates process	<ul style="list-style-type: none">Resource transfers to new manager/project
Hiring Manager	Submit RFS	<ul style="list-style-type: none">Q/A between HM and sourcing team
Sourcing Team	Confirm changes	<ul style="list-style-type: none">Rates are negotiatedChanges are confirmed with old/new managersProject details confirmed
Sourcing Team	Confirm Rates	<ul style="list-style-type: none">Sourcing confirms rates, dates, and type of expense (OPEX/Project
Sourcing Team	Notify vendor	<ul style="list-style-type: none">Inform vendor of changes
Sourcing Team	Generate SOW	<ul style="list-style-type: none">Sourcing team will review and execute SOW
Sourcing Team	Notify Billing/IDM profile	<ul style="list-style-type: none">Informs Valicom of changesAssist HM in modifying resource IDM profile

Tech Contingent Labor Program

Vendor Transfer Process

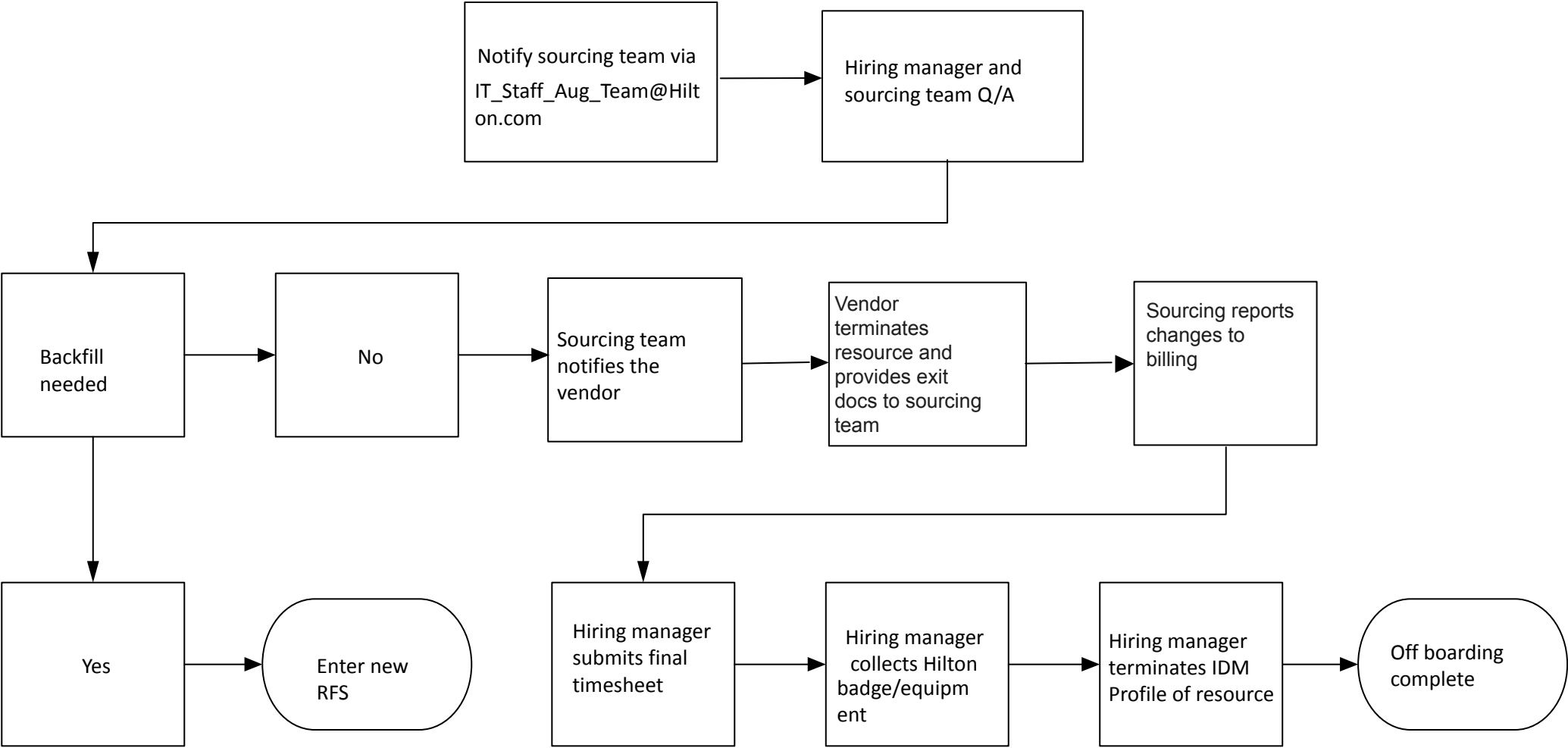
Roles & Responsibilities



Process Owner	Action	Details
Resource	Resource initiates process	<ul style="list-style-type: none">Resource notifies current manager of intent to change vendor
Hiring Manager Resource	Q&A between HM and resource: <ul style="list-style-type: none">Why is resource unhappy?	<ul style="list-style-type: none">HM provides the list of Tier 1 preferred partnersResource can contact vendors directly, decide on vendor of choice, and notifies sourcing
Hiring Manager	Notify Sourcing team	<ul style="list-style-type: none">Analyze contract and rate details
Sourcing Team Resource	Notify vendor	<ul style="list-style-type: none">Sourcing will notify with resource's current vendorQ&A between resource and current vendor
Sourcing Team	Notify legal team	<ul style="list-style-type: none">Ensure no issues with transfer
Sourcing Team	Confirm resource details	<ul style="list-style-type: none">Sourcing will verify rate details and confirm end date with old vendor/start date with new vendorConfirm type of expense (OPEX/Project budget)
Hiring Manager	Enters new RFS	<ul style="list-style-type: none">HM must enter a new RFS
Vendor Sourcing Team	Create/Review SOW	<ul style="list-style-type: none">Vendor creates new SOW and sourcing team reviews and executes
Sourcing Team	Notify Billing/IDM profile	<ul style="list-style-type: none">Informs Valicom of changesAssist HM in modifying resource IDM profile

Tech Contingent Labor Program

Resource Off boarding Process



Tech Contingent Labor Program

Resource Off boarding Process

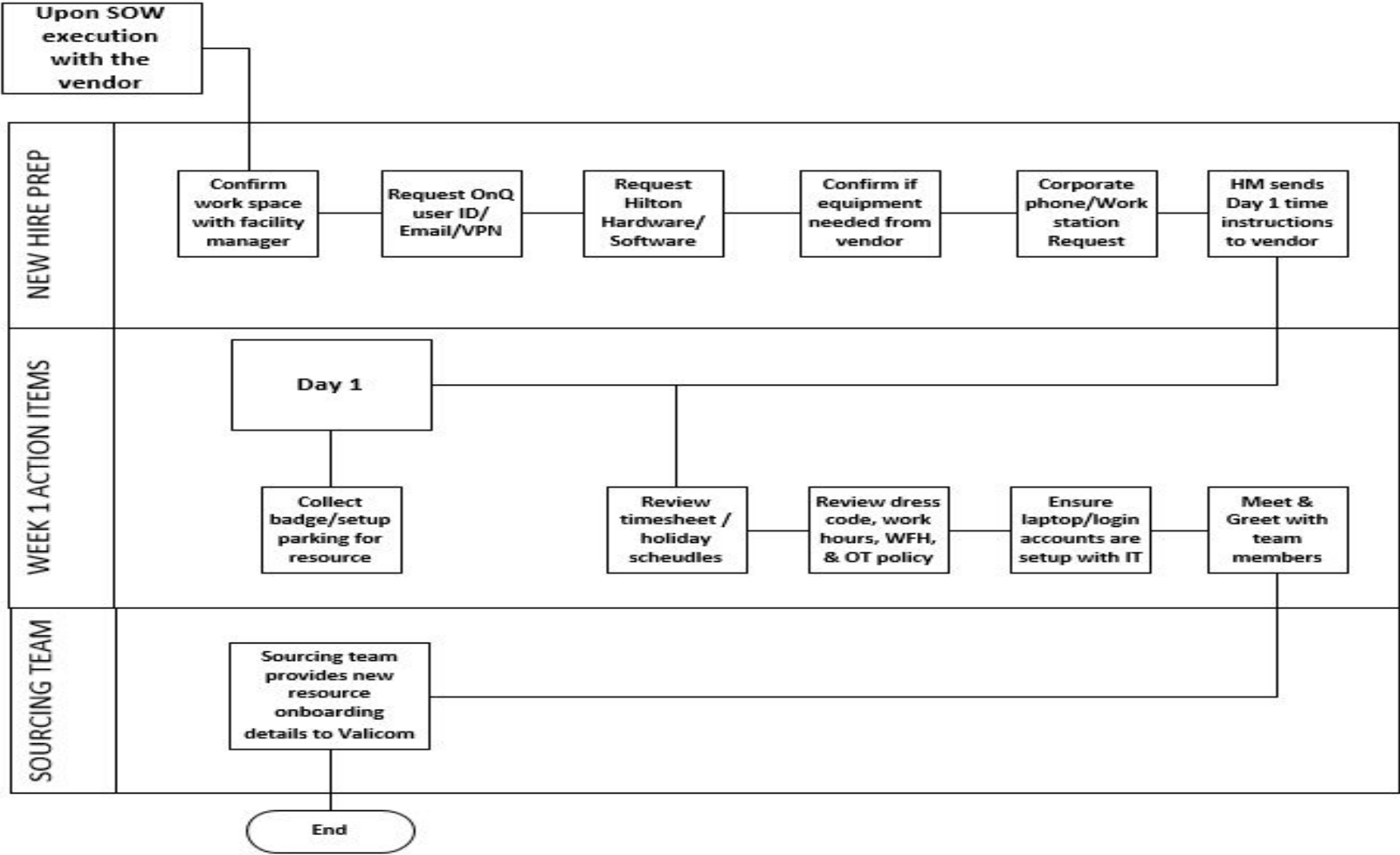
Roles & Responsibilities



Process Owner	Action	Details
Hiring Manager	Hiring manager initiates request for termination	<ul style="list-style-type: none">Notify sourcing team via: IT_Staff_Aug_Team@Hilton.com
Hiring Manager Sourcing Team	Q&A between HM and sourcing team: <ul style="list-style-type: none">Termination due to poor performance?	<ul style="list-style-type: none">If backfill is needed, HM to enter new RFS
Sourcing Team	Notify vendor	<ul style="list-style-type: none">Sourcing provides details to vendor
Vendor	Terminate resource	<ul style="list-style-type: none">Vendor will provide exit interview documentation to sourcing after employee is terminated
Sourcing Team	Notify Billing	<ul style="list-style-type: none">Sourcing team ensures that billing department is aware of resource termination and term date
Hiring Manager	Submit final timesheet	<ul style="list-style-type: none">HM ensures accuracy of hours for final time sheet
Hiring manager	Collect Assets	<ul style="list-style-type: none">HM collects badge/equipment
Hiring Manager	Terminate resource access	<ul style="list-style-type: none">HM notifies IT to terminate IDM profile

Tech Contingent Labor Program

Onboarding Process



Tech Contingent Labor Program

Onboarding Process

Roles & Responsibilities



Process Owner	Action	Details
Hiring Manager Vendor	HM will need to arrange new hire prep upon candidates acceptance of offer	HM to confirm/request access to: <ul style="list-style-type: none">• Work space from facility manager• OnQ User ID/Email/VPN/corporate phone• Hilton hardware/software• HM sends Day 1 instructions to vendor
Hiring Manager	Day 1 Action Items: <ul style="list-style-type: none">• Collects badge/ setup parking for resource• 	<ul style="list-style-type: none">•
Hiring Manager	Review timesheet/holiday schedule	<ul style="list-style-type: none">• To be completed within week 1
Hiring Manager	Review dress code, company hours, work from home, and over time policy	<ul style="list-style-type: none">• To be completed within week 1
Hiring Manager Tech Support	Ensure laptop and login accounts are setup	<ul style="list-style-type: none">• To be completed within week 1
Hiring Manager	Meet & Greet with team members	<ul style="list-style-type: none">• To be completed within week 1
Sourcing Team	Provide new resource onboarding details to Valicom	<ul style="list-style-type: none">• Sourcing to provide HM new hire onboarding checklist