As-Is DC Human Resources Hiring Process DONE IN ERECRUIT? REQUIRED? ROLE Task in eRecruit Only If Applicable Agency AFO / For Tier One & Tier Two Agencies Hiring **Agency HR Budget** DCHR **Candidate** Manager Officer Updated Post Working Session #3; 4/8/2024 Task not in eRecruit Required **CLASSIFICATION POSITION MANAGEMENT** Hiring Agency Classification Manage Initial Position Number Budget Position is Document Needs to Fill **Review Position** Document Request in Approved for Reviewed & Review and is Proposed / Vacant / New Submission to Number System Approval Updated Position **Approved** Position **DCHR** If errors with Position Number: PD Review Job Code If no changes to PD: JOB REQUISITION **RECRUITMENT & SELECTION** Review & Manual Candidates Develop Candidate **Draft Position** Job Position Candidate Notification of Attach Approve Apply for Screening Screening and Screening **Application** Posting Approved PD Posted Interviews Questions Position Disposition Questions Status **RECRUITMENT & SELECTION** General Suitability Candidate Hiring Package Candidate DCHR Review of 11b Review by 11b Review by and Enhanced Contingent Created & Sent 11b Submission Suitability Hiring Package Selection **DCHR Specialist** HRSA Manager Offer to DCHR **Background Check RECRUITMENT & SELECTION** Enhanced 11b HRSA Offer Letter 11b Office of eOnboarding New Employee Manager Sent, Signed & Suitability **Director Review** Offer Approval Returned to Background Associate **Documents Sent** Orientation / Approval **Director Review DCHR** Check