# Begin preinterview phase Milestone Date: 19-07-05 ID: 4 Identify candidate requirements Start: 19-07-05 Finish: 19-07-08 Dur: 2 days Res: Mu Zheng - Hiring Manager

## Advertise position to internal and externa

Start: 19-07-08 ID: 6

Finish: 19-07-22 Dur: 14 edays

Res: Keith Harris - HR Manager

## Assemble potential candidate application

Start: 19-07-23 ID: 7

Finish: 19-07-31 Dur: 7 days

Preinterview phase complete	Begin interview phase	
Milestone Date: 19-07-31 ID: 8	Milestone Date: 19-07-31 ID: 10	

## Select candidates to interview

Start: 19-08-01 ID: 11

Finish: 19-08-05 Dur: 3 days

Res: Keith Harris - HR Manager, Mu Zhen

## **Prepare interview questions**

Start: 19-08-06 ID: 12

Finish: 19-08-07 Dur: 2 days

Res: Mu Zheng - Hiring Manager

## Conduct interview(s)

Start: 19-08-08 ID: 13

Finish: 19-08-14 Dur: 5 days

Res: Keith Harris - HR Manager, Mu Zhen

#### **Document interview results**

Start: 19-08-15 ID: 14

Finish: 19-08-16 Dur: 2 days

## Select final candidates based on interviev

Start: 19-08-19 ID: 15

Finish: 19-08-19 Dur: 1 day

Res: Mu Zheng - Hiring Manager

# Interview phase complete

Milestone Date: 19-08-19

ID: 16

# **Begin candidate selection phase**

Milestone Date: 19-08-19

ID: 18

## **Review final candidates**

Start: 19-08-20 ID: 19

Finish: 19-08-20 Dur: 1 day

## **Conduct final interviews**

Start: 19-08-21 ID: 20

Finish: 19-08-23 Dur: 3 days

Res: Keith Harris - HR Manager, Mu Zhen

## Select best candidate

Start: 19-08-26 ID: 21

Finish: 19-08-26 Dur: 1 day

Res: Mu Zheng - Hiring Manager

## Review selection process to assure confo

Start: 19-08-27 ID: 22

Finish: 19-08-27 Dur: 1 day

Res: Mu Zheng - Hiring Manager, Keith H

## **Complete documentation**

Start: 19-08-28 ID: 23

Finish: 19-08-28 Dur: 1 day

Res: Mu Zheng - Hiring Manager

Candidate selection phase complete

Milestone Date: 19-08-28

ID: 24

**Begin hiring phase** 

Milestone Date: 19-08-28

ID: 26

Create offer letter

Start: 19-08-29 ID: 27

Finish: 19-08-29 Dur: 1 day

Res: Keith Harris - HR Manager

**Negotiate salary** 

Start: 19-08-29 ID: 28

Finish: 19-09-03 Dur: 5 edays

Offer accepted

Start: 19-09-04 ID: 29

Finish: 19-09-04 Dur: 1 day

Res:

**Conduct employee orientation** 

Start: 19-09-05 ID: 30

Finish: 19-09-09 Dur: 3 days

Res: Mu Zheng - Hiring Manager, Keith H

Hiring phase complete			Interview Process Complete	
Milestone Date: 19-09-09			Milestone Date: 19-09-09	
ID: 31			ID: 32	

	Critical	Summary		Critical External	
	Noncritical	Critical Inserted		External	
Project: HR Interview and Hire S Date: Tue 24-07-09	Critical Milestone	Inserted		Project Summary	
	Milestone	Critical Marked		Highlighted Critical	
	Critical Summary	Marked		Highlighted Noncritical	
5:46 PM	I	HR Interview Netwo	ork Diagram n Tran		Start: Fri 19-07-05