Pfizer SourceAbled Process Detail

Purpose: Outline the necessary steps and process flow of position identification through offer acceptance for a candidate

Position Identification

1. If the position is Grade 004 or below and within a group in the scope of the SourceAbled Program, it is required to be open to sourcing through SourceAbled.
   a. Every morning, the recruiters automatically provide the SA Account Manager with the **Hiring manager** and the **grade level** to the positions automatically open to SA by submitting this info.
   b. If it is above Grade 004, SourceAbled will need Pfizer Recruiter to ask the Hiring Manager if they are interested in receiving SourceAbled candidates to interview.
   c. If it's not open, reach out to the core team via teams post and copy TA Lead to notify the recruiter to open in Candex.
   d. The Pfizer Recruiter will share the Hiring Manager's name, grade level, and posting close date at the end of the Candex title when opening the req.
   e. The SA Account Manager will only submit to reqs where the HM has taken the required SourceAbled trainings.
   f. If the HM has not taken the training and the SA team has a req that they would like to work on, then they notify the location team lead, and they will work to get the HM trained. Once they have completed the training, the SA Account Manager will submit candidates.
2. The Hiring Manager notifies Pfizer Recruiter of a position they would like to have SourceAbled Talent submitted
3. For positions grade 5 and higher, Rangam Account Manager sends Pfizer Core Team via a Teams channel posting, the known information for a requisition (Requisition Number, Job Title, Site) after reviewing the daily new posting email from Pfizer.
   a. Rangam should post the Requisitions Identification/Information Request in the appropriate External Pfizer Teams Channel in the Pfizer/Rangam Partnership Teams Page. The post should have a subject in this format: **DDMMMYY Requisition Inquiry**. Known information should be included in the table template below. This template is also in the pinned post on each Site Teams Channel. Pfizer Core Team will reply with the identified Hiring Manager, Recruiter Rep, and Grade Level.

REQ#	Position	Hiring Manager	Recruiter	Grade Level	Open in Candex	Workday Posting Close Date

   b. Refer to the Pfizer Rangam Partnership Teams Expectations document for more detailed guidelines on posting in the applicable channels.
   c. The Rangam Team adds an Action Item in the Action Items tab of the specific site in the Pfizer/Rangam Partnership Teams Page using the format: "Open **Req ID** in Candex". Set the applicable Pfizer Recruiter responsible for the req as the action owner and set the 24 to 48 hours, assuming the TA can contact the Hiring Manager, from the date the requisition is identified as being a fit for the SourceAbled program. Refer to the Pfizer Rangam Partnership Teams Expectations for specific screenshots explaining how Action Items should be added. Pfizer Recruiter will mark the action item as complete when the requisition is open in Candex. If the role is a regular role, SA start sourcing immediately, if it is a one off, we wait until open in Candex.

Position Intake Meeting

1. Position Intake Meetings should be scheduled for positions that are unlike any other that has been open to the program previously.
    a. For new roles to SourceAbled, the intake meetings should be scheduled by the Pfizer Recruiter **within 48 hours** of the position opened in Candex and the SA Account Manager will be invited to the intake meeting. If the Account Manager is unable to join then a position overview form will be sent to the Hiring Manager and copy the recruiter. The Recruiter will also send the Account Manager the intake meeting notes.

    b. The Pfizer Recruiter should invite the Hiring Manager and the SourceAbled Account Manager to the intake meeting.
    c. The SA Account Manager sends an Intake Meeting Document that should be shared with the Hiring Manager prior to the meeting, copying the recruiter. Notes from the meeting should be uploaded to the Intake Meetings folder of the appropriate site channel on the Pfizer/Rangam Partnership Teams Page. Action Items from the meeting should be clearly identified and added to the Action Items tab of the appropriate site teams page.

Talent Submission

1. SA Team verifies that applicant has applied by walking the candidate through the application process, receiving verbal verification of application, or receives an email from talent confirming application.
    a. Rangam talent receives a visual instruction to specify how to fill out the 'how did you hear about us' question when applying
2. Grade 004 positions and below are required to be opened in Candex for SA Account Manager to submit talent to. SA Account Manager submits up to 3 of the most qualified talent to the position and informs Pfizer Recruiter, Pfizer Core Team, and Site-Specific Contacts that talent has been submitted. This should be included in the Summary Post outlined below.
3. SA Account Manager should email the applicable Pfizer Recruiter with a brief candidate summary and candidate resume to facilitate communication from Pfizer Recruiter to the relevant Hiring Manager. One email per req with all of the submittals every Tuesday and Thursday and copy the Pfizer Core team. If no submittals, then an email is sent out stating no submittals by the SourceAbled Account Managers. If an accommodation is needed for the interview, state it in summary. The Recruiter will forward the candidate information to the HM and will remind the HM to interview one out of the up to three candidates.
4. If the SA AM does not have 100% verification that the candidate applied, then they will ask the Pfizer Recruiter to check in the Workday system to confirm the application and to confirm that the candidate used the proper SourceAbled code. If they used a referral code, then the code will remain a referral code. If any other code that was not a referral code was used, then the recruiter will change it in the system to a SourceAbled code.

Pfizer Core Team- Abby, Kelly, Jim

Email Subject: SourceAbled Candidate(s),Position Title, Req #

Email Body: Hello Pfizer TA,

I am submitting Candidate Name for consideration for Position Title (Requisition Number)

Candidate Summary: Put in Summary they are a SourceAbled candidate.

Please see Candidate's Resume attached.- say on resume SourceAbled candidate and salary expectation.

As a reminder per process, a minimum of one candidate will need to be interviewed.

- *This should be color coded by Candex closing date Candidates Submitted should be added to the 'Submitted Talent' column of the site talent tracker tab by Rangam. The candidate's resume, req number applied to, and any comments received to date should be included in the talent tracker. Refer to Pfizer Rangam Partnership Teams Expectations for specific guidance on how to add to the talent tracker. See the example below for the color coded table:*

Req is in process/ req not closed
Req is closed within two weeks
Req has been closed for over two weeks

SourceAbled Reminders for Recruiter

Reqs need opened follow up for Pfizer Recruiter every morning:

Req Number	Role	DH/Cont	Recruiter	HM

- *The Recruiters for the roles that need to be opened should be tagged in this section with the note @ _____ Please open these reqs in Candex. Add the Action "Open Req _____ in Candex" to the Action Items tab of the appropriate site, tagging the Recruiter as the responsible person and set the date as 24-48 hours follow up from the date posted.*

Talent Waiting Feedback:

- *This table be color coded by posting closed date. Any feedback received should be included in the comments section of the talent tracker for the specific candidate. If the candidate is in red, then the Recruiter should be tagged for this section 1-2 days prior to the specific site meeting, as to not overwhelm them.*
- *SA AM will fill in the candidate application date based off of either our verification or the feedback from the Pfizer Recruiter*

Candidate Interviewing

1. Talent are screened by Rangam
   a. The Recruiter forwards the HM the SA submissions to review
   b. HM determines which of the up to 3 candidates to interview
2. Recruiter will notify SA Account Manager of interview, so that SA Team can track and be present for the interview.
3. If a SourceAbled Candidate is moved forward to the interview stage, the Rangam Account Manager/WDSM should be included in the interview unless the candidate explicitly asks for them to not be. The interview date should be added to the comments section of the candidate in the talent tracker.
4. Any accommodation needed before the interview (translator, etc.) should be communicated to the Pfizer Recruiter from the SA Account Manager so they can be provided where needed.
5. Feedback will be provided after the Hiring Manager Interviews the Candidate. This information will be provided on the Talent Submittal Form in the Shared Teams folder and filled out by the applicable recruiter.
   a. Specific feedback examples may include but are not limited to: salary expectations do not align, missing qualifications (specify), the role is on-site and the candidate is looking for a remote role, etc.
   b. If the candidate is recommended for an interview, this should be included in the comments section of the candidate in the talent tracker.
6. If the Hiring Manager chooses not to move forward with extending an offer, feedback for each candidate will be provided and added to the comments section of the candidate in the talent tracker and should provide feedback within seven days of submission.

Offer Stage

1. If an offer is extended to a SourceAbled Candidate, Pfizer Recruiter needs to provide the Rangam Team with the req number, job title, Hiring Manager, potential start date, and salary
   a. Salary is necessary for Rangam to be paid appropriately for placing talent
   b. Salary should be communicated via email, so it is not available for all team members to see. The Pfizer Core Team should be included.
   c. A comment should be added when the offer is extended, accepted, or declined, and when the recruiter has sent the details to Rangam to be paid.
   d. Rangam should review the offer with the candidate as applicable
2. The SA Account Manager needs to provide any accommodations needed by the candidate to the Pfizer Site Support Team as soon as possible so Pfizer can involve NYO Disability as needed.

New Hire/Onboarding Support

1. When a candidate accepts their offer, the SourceAbled Concierge Team should evaluate the registered volunteers at the specific site to determine whether there are matches to build a support team, or begin to recruit additional volunteers as needed if there is not a match in the current pool of volunteers
2. The SourceAbled Concierge schedules a support team meeting and outlines action items as needed. These should be added to the action items tab of the specific site and assigned to the appropriate action owner with due date
3. The SourceAbled Concierge confirms accommodations are in place with Pfizer as needed. The Concierge should submit accommodation requests to the NYO DisAbility Office as needed.

a. Accommodations are funded at the site/cost center level – there is not a corporate budget to support accommodations at sites
4. For Contingent Hires, SA Account Manager confirms the PO is approved 2 weeks prior to the employee's start date
5. The SourceAbled Concierge ensures the candidate is ready with first day check list and first day items including but not limited to: receipt of employee laptop, person to meet on site (if working on site), enrolled in Welcome Week Trainings, etc.

Site Sourcing Summary

1. The Rangam team should ensure the excel spreadsheet summarizing all talent and their status is up to date by 9 AM on Monday. This document will be shared with Site Leadership and disseminated through teams to gain traction for qualified talent

Weekly Share Outs

1. The Rangam team should share the updated deck with the Site Share Out meeting attendees 1-2 business days prior to the meeting. All action items, submittals, data, and charts should be up to date prior to sharing.
   a. Meeting minutes should be documented as needed
   b. Reference Pfizer Rangam Partnership Teams Expectations for more detailed guidance on Weekly Share outs