

**Hiring Manager Responsibilities**

• Complete *Insights and Understanding* and *Inclusive Interviewing* trainings in PLA by assigned due date • Interview a minimum of one and up to three SourceAbled candidates for any role where SourceAbled

candidates are submitted

• Candidate must be part of formal interview process – SourceAbled candidates bypass phone screen

• Respond in a timely manner to inquiries about SourceAbled candidates • Invite SourceAbled Account Manager to interview(s)

• Provide feedback on SourceAbled candidates within two weeks of interview

• Contact SourceAbled if you have a position above Grade 4 and below, or up to grade level 7 for approved positions/locations that you’d like to open to SourceAbled

**Talent Acquisition Responsibilities**

• Invite SourceAbled Account Manager to all new Pfizer SourceAbled position intake meetings • Inform SourceAbled Account Manager about any candidates receiving an interview

• Facilitate feedback from hiring manager to SourceAbled Account Manager

• Open requested Grade 4 and below positions to the SourceAbled Program in Candex

**SLT Responsibilities**

• Endorse *Insights and Understanding* and *Inclusive Interviewing* trainings as mandatory for people leaders • To be completed within 30 days of assignment

• Endorse opening of all Grade 4 and below, or up to grade 7 for approved positions/locations to the SourceAbled Program

• Endorse interview requirements for submitted SourceAbled candidates

• Provide site resource to be liaison for program facilitation at site • ~3 hr. weekly commitment

• Respond to escalations to resolve program roadblocks

• On internal Site web page, endorse and commit to creation of a page for the SourceAbled Program

**SourceAbled Responsibilities**

• Submit between one and three candidates to positions Grade 4 and below where qualified candidates exist • Attend all new Pfizer SourceAbled position intake meetings

• Attend interviews to provide support for SourceAbled candidate

• Send email to hiring manager by position closing date detailing SourceAbled submissions for the role • Facilitate connection between hiring manager and concierge

Want to learn more about the **SourceAbled** hiring program?



Have **positions** for us evaluate or consider for talent with autism and neurodivergence

Have a family member or friend with neurodivergence to **refer** for employment through program?

**Email** us at [SourceAbledProgram@Pfizer.com](mailto:SourceAbledProgram@Pfizer.com)