**Recruitment Process**

**Coordinate additional screening if necessary**

**Coordinate applicant interview process**

**Continue Running Ad**

**Create Ad placement to port on website and job portal**

**Recruiting Process**

**Suitable Candidate Found?**

**Job Description received from hiring manager**

**Received and send Resumes to hiring manager for review**

**Hiring Manager gets personal request approval**

No

Yes

No

Yes

**On Boarding**

**Applicant Accept offer ?**

**Create Offer letter determine start date**.