Talent Acquisition (Hiring/Transferring/Recruitment) System Flowchart

HRMC/ Talent Acquisition Specialist	Internal Applicants	External Applicants	VP/Head/Deans/Directors/ Supervisors

HRMC/ Talent Acquisition Specialist

- Start
- Identify Staffing Needs (B →)
- Emp. Request or available positions present? — No → Start / Yes ↓
- Identify Requisition
- Is a Personal Requisition? — Yes / No ↓
- Post Ads (Bulletin/Midland/UB Website)
- Arrange accommodations & check type of applicant.
- Is it an Int. Applicant? — Yes / No ↓
- Prioritize and schedules Interviews/Exams.
- Identify type of Applicant.
- Is it an Ext. Applicant? — No / Yes

Internal Applicants

- Intent Letter/ Resume
- Prepare Letter of Intent and Resume.
- Takes the Panel Interview. → A

External Applicants

- Resume
- Prepares Resume
- Takes Initial Interview.
- Takes Psychometric Exam.
- Performs Work Demonstration → A

VP/Head/Deans/Directors/ Supervisors

- Identify Job Requirements — Emp. Request Form
- Approves Letter of Intent. — Intent Letter
- A
- Approves Requirements (Completion) — Req. Record Folder
- Reach final decision.
- Approve Applicant? — No → B / Yes ↓
- End.