External Candidate Workflow Hiring Manger Recruiter forwards starts Requisition Candidates Candidate fills Approved by & sends budget apply to out necessary meet qualifications to Director and information to and posts requisition Screening VP, then sent Director/VP as moves candidate to and start in Forms and to Recruiter necessary to **New Status** Screen Assessments **Submitted to Hiring** approve reg externally as **Application** Manager Hiring Manager reviews/ edits/creates job Recruiter does Hiring Manager selects top description as necessary phone screens and/ candidates from pool and requests and submits to HR for or in-person interviews, moves candidate to preapproval and posting **Approved by Hiring Manager** interviews Recruiter Hiring Manager Hiring Manager approves contacts Recruiter contacts interviews offer then sends to candidate candidate, Candidate candidates, fills out candidates with Recruiter for approval. references, accepts Verbal Offer, evaluations, selects Hiring Manager, Once the offer is Offer then moves moves candidate to final candidate and approved, candidate Generation candidate to Offer Accepted moves them to to **In-Person** moves to Verbal Offer **Pending Reference Check Interview Approval** Recruiter sends Offer letter, Recruiter creates Recruiter coordinates offer details per NKC quidelines check and drug with Hiring Manager to **Background** Check confirms all non-Candidate Hiring Manager Candidate fills moves to Candidate moves not selected out onboarding to **ADP WFN** passes all candidates into Drug documents and Screening. Reject Status. pre-hiring starts completes checks includes disposition ADP before orientation applicable and drug screen start date Recruiter sends orientation list to specific Employees & Departments