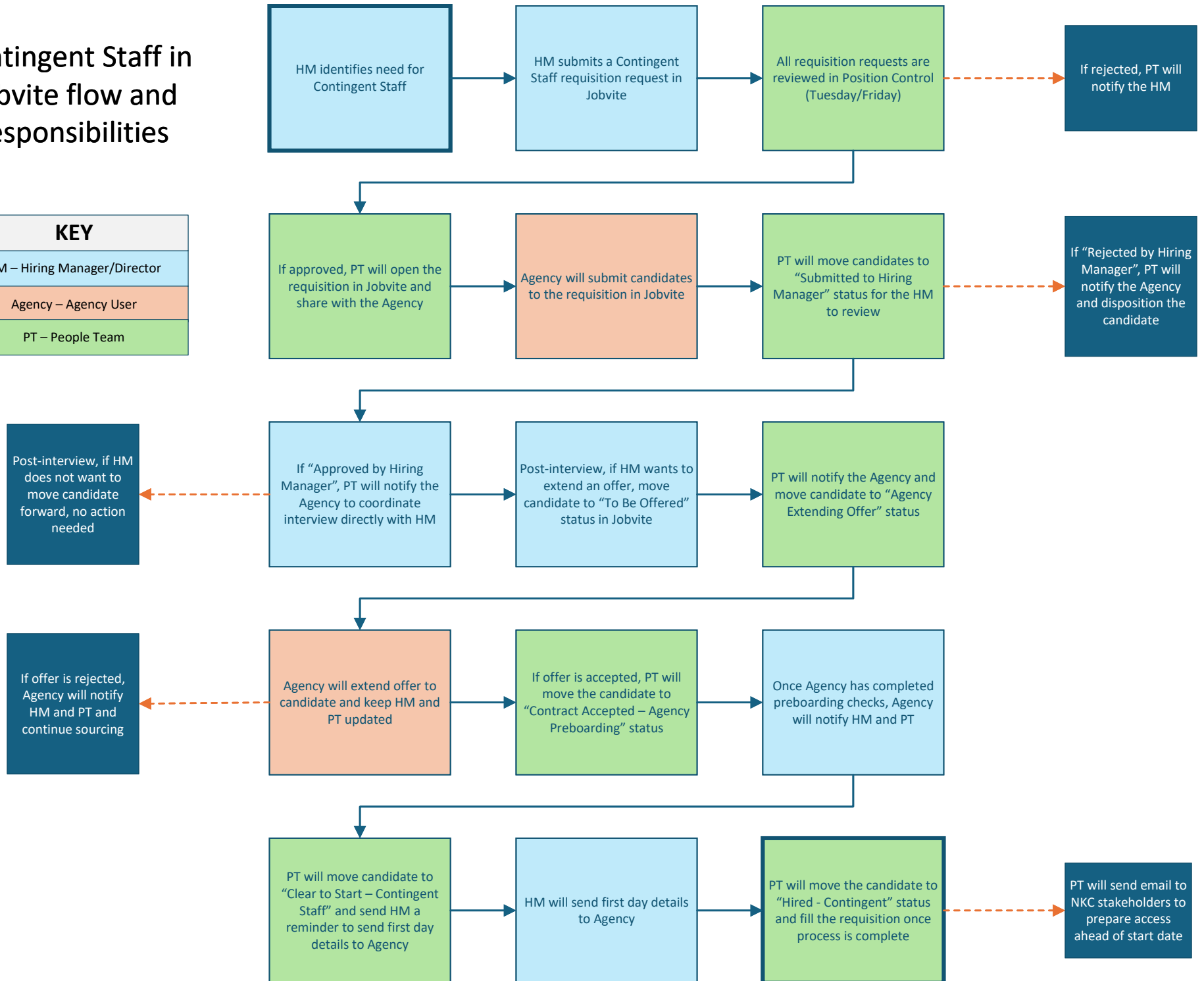


Contingent Staff in Jobvite flow and responsibilities

KEY
HM – Hiring Manager/Director
Agency – Agency User
PT – People Team



Jobvite Workflow Status	Workflow Definition	Role > Made Change	Role > Next Action
Submitted to Hiring Manager	Candidate has been submitted to HM for review - HM to select Approved/ Rejected in Jobvite	PT	HM
Approved by Hiring Manager	HM has Approved candidate in Jobvite	HM	PT
Contingent Staff - Interview	HR has notified Agency to coordinate interview with HM	PT	Agency User/HM
To Be Offered	HM has interviewed and would like to move forward with an offer	HM	PT
Agency Extending Offer	HR has notified Agency to extend offer to candidate	PT	Agency User
Contract Accepted – Agency Preboarding	Agency has confirmed offer acceptance and is initiating preboarding	PT	Agency User
Clear to Start – Contingent Staff	Agency has confirmed the candidate is clear to start	PT	PT
Hired - Contingent	Contingent Staff has started work with NKC	PT	PT