Live. Learn. Hope.

Jobvite/Recruiting Introduction

For Hiring Managers

2025

NORTHWEST
Kidney Centers

Process Flow

Process Flow: Req Request

- Hiring Manager submits a position for review and approval in Jobvite.
- You can locate Jobvite by searching "Jobvite" on KNet
- You can locate a step-by-step guide in KNet to creating a requisition by searching "Requestion" then select "Jobvite-Creating a Requisition."
- Existing Job Descriptions are also found on KNet. You will work with compensation if a new job description needs to be created.
- Please remember once a requisition is submitted it cannot be edited. Errors will result in submitting a new request, approval delays and slow down hiring.

Key Details to include when you submit your requisition:

- FTE
- Cost Center
- Job Type (i.e., Part time, Full time, etc.)
- Workdays
- Actual Work Hours (i.e., 0500-1330) not 35 hours
- If replacement, list employee name
- Budgeted
- Capacity
- OT percentage
- RN tech ratio
- Why is the position needed?

Submit for approval.

- Select your direct manager (for managers, this will be your one-up leader).
- Select who your manager reports to (this is typically the VP)
- Leave the 3rd field blank.
- 4th field is hard coded for the TA Director (no need to add name).

Once req is approved, Recruiter will initiate an Intake/Kick-off Meeting to discuss expectations, build recruitment plan.

Flow: Position Control

- Each Requisition must be reviewed and approved by leadership before recruitment begins.
- Position control occurs twice weekly.
- This allows us to track all hiring activity and maintain good stewardship.
- Incomplete or inaccurate requisitions will need to be resubmitted.
- After approval, your recruiter will post your role within 24 hours.
- Each role must be active for 5 days before making an offer.

Process Flow: Intake Meeting

The Intake Meeting is an opportunity to fully discuss your role with your recruiter.

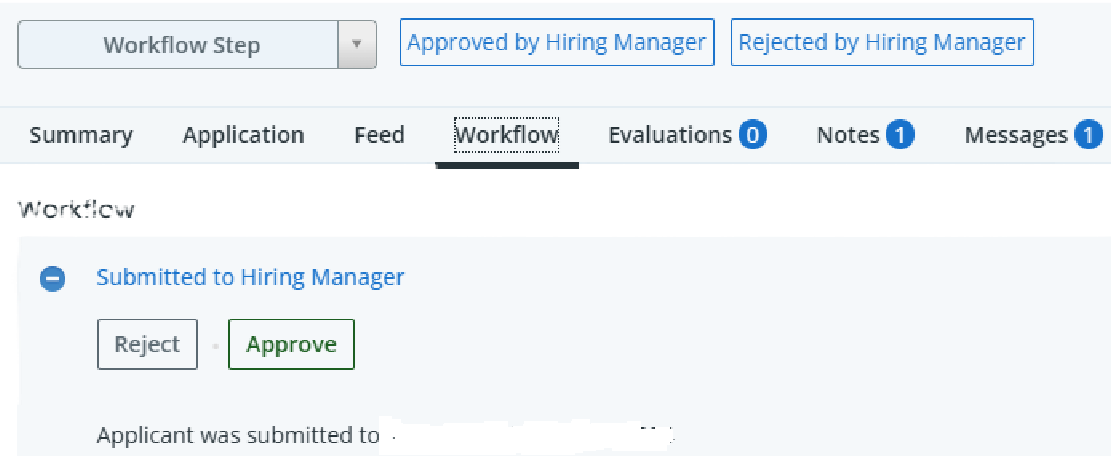
It may not be needed every time you open a new req, especially for similar high-volume hiring.

You will review with the recruiter:

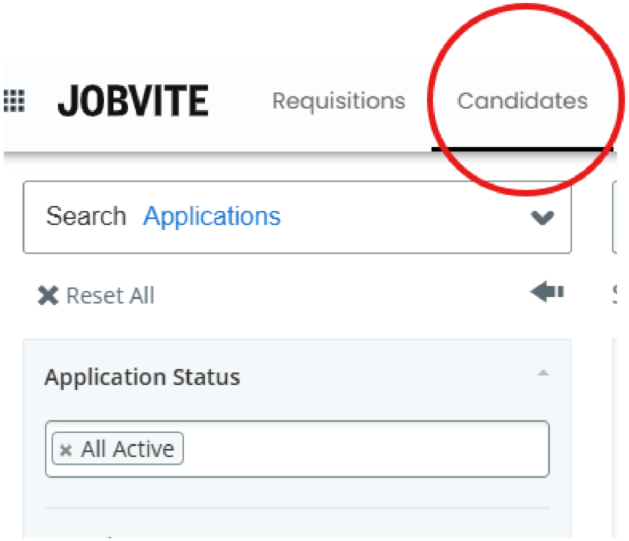
- Details about the role such as day in the life, clinic or location specifics, team structure and growth opportunities
- Selling points
- Preferred candidate qualities
- Your preferred interview loop, including who should be included, and if you have an interview guide (interview questions).

Process Flow: Hiring Manager Review

- Recruiters will phone screen applicants and submit eligible candidates for you to review.
- The SLA to review is one business day.
- Please use the "Approve" button to tell the recruiter you'd like to interview, or "Reject" button if you want to decline the candidate. You can also use the blue shortcut buttons above.



- You can see what stage candidates are in through Jobvite



- Recruiters put candidates they are reaching out to in “Phone Screen.”
- Candidates the recruiters are unsure about may sit in “Recruiter Review” you can let the recruiter know if you feel they show strong potential.

- You will get Interviews via Outlook Meeting request. Please keep your schedule up to date.

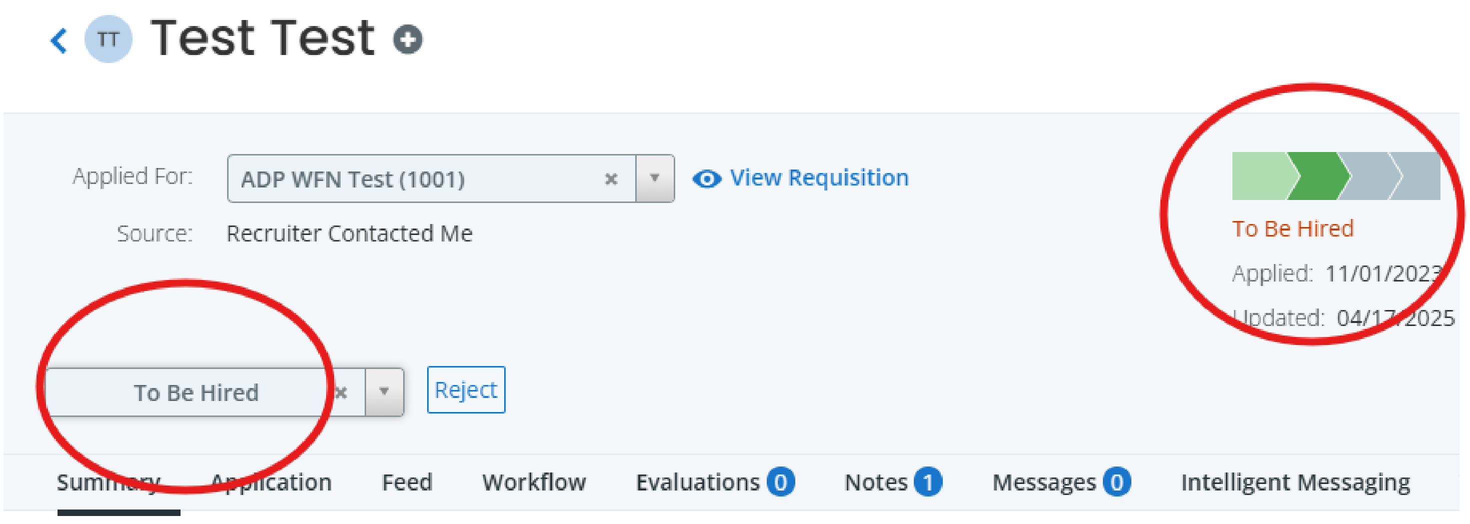
- After interview, you will submit your Interview Evaluation via Jobvite or email your interview guide to the recruiter to upload.

- Offers should not be made without interview documentation.

- Interview documentation supports legal hiring and should include job-related detail about the candidate’s qualifications.

Process Flow: Offer

- When you are ready to make an offer, move your candidate to the “To Be Hired” workflow status in Jobvite.



- Your recruiter works with our Senior Compensation analyst to prepare your offer.

- Compensation is based on years of relevant experience and internal equity in comparison to the compensation of existing employees.

- Offer authorization will be submitted to you via Jobvite one approved.

- Please review details carefully and discuss any needed adjustments.

- Once the offer is approved your recruiter will call the candidate to extend the offer.

- If needed, the recruiter will work with you and compensation to discuss any offer negotiation.

Process Flow: Onboard

Once an offer is accepted, you will want to keep your new hire excited and engaged before they start.

- You are expected to connect three times at a minimum before the start date.
- Please call and welcome them to Northwest Kidney Centers
- Connect on LinkedIn and invite your team to do so. You may also want to connect with “silver medalist” candidates.
- Send a welcome email or card.
- Share your training schedule and onboarding plan.

Your Recruiting Coordinator will manage Preboarding items including:

- Background Check
- Drug Screen
- Employee Health owns pre-employment labs
- Notify partners to enable access, etc. (IT Access, Badging, Desk, etc.)
- Will send the New Employee Orientation Roster and Agenda

Your Recruiting Coordinator will keep you up to date on timeline and any clearance delays and alert you when the new hire is cleared to start.