7 STEP PROCESS
Recruitment Selection
For details click icons below

1 NOTIFICATION

- Hiring department creates requisition
- New and Replacement positions should be routed for approval in *ICIMS to
  - Natasia Forbes in Compensation
  - Deyanira Mendoza in Budget
- Position is reviewed through Vacancy Review Committee.
  - If approved, you will receive an email notification with your recruiter’s contact information.
- The Recruiter leading the search is also notified.

* Please contact Elizabeth Willcockson at elizabeth.willcockson@einsteinmed.org for access to ICIMS

VACANCY: NEW POSITION/REPLACEMENT

Click here for contact info
2 STRATEGY

- Recruiter schedules Hiring Planning Meeting with department
- Prior to meeting, Recruiter explores various recruitment sources:
  - Internal & external resume databases
  - Social Media sites
- Advertising and sourcing strategy, pre-screening questions, interviewing format and service level agreement are determined
- Recruiter emails recap of meeting along with advertising costs to Hiring Manager for approval
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3

TRACKING
The position is posted on Einstein career site, http://einsteinmed.org/hr/career-opportunities/, and approved external sites, such as Indeed, LinkedIn, Diversity career websites.

Please note: Ads are only posted with written consent from the department & the Index number for billing purposes.
4 PRESENTATION
Recruiter conducts phone screens & determines/recommends in-person interviews/passes on applicant’s candidacy.
7 STEP PROCESS
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INTERVIEW

5

• Pre-qualifying testing administered (Provet), if necessary, & in-person interviews scheduled.
• Depending on level of position, 1-3 rounds of interviews held.
• The department will determine if the candidate has the level of skills and experience needed to be successful in this role.
• Post-interview feedback gathered & evaluated.
• Final candidate is chosen.
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OFFER

- Professional References are completed through Skill Survey, and reviewed by recruiter and hiring manager.
- Salary offer is discussed, negotiated (unless dictated by collective bargaining agreement) and documented with hiring manager.
- The offer is extended and, if accepted, the offer letter, and wage theft protection notice is generated and emailed to candidate. The email also explains the pre-employment process. The verbal offer is extended, and the generated offer letter is sent to the candidate via email.

- Recruiter notifies department of candidate’s verbal acceptance and tentative start date.
- Pre-Employment/ Onboarding process:
  - Standard background screen
    - Criminal History
    - Social Security #trace
    - Education verification
    - Drug Screening
  - b. Additional pre-employment screening may be required. g., medical clearance, license verification, reviewing motor vehicle/driving history, fingerprinting, etc.
7 STEP PROCESS

Recruitment Selection

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CLOSE

- Once the new hire has cleared the process, the hiring official and administrator are emailed:
- The hiring official and administrator are emailed:
  - EPAF notification Email
  - Offer letter
  - Resume
  - New hire checklist
  - Systems Access form
    - For access to banner, grants, printers, laptops, etc.
- New employee is scheduled to attend Orientation and to complete new hire paperwork on day one of employment.

* For any IT issues, please contact Montefiore IT at 914.881.4554.
7 STEP PROCESS
Recruitment Selection
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