

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

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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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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.

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PRESENTATION

Recruiter conducts phone screens & determines/recommends in-person interviews/passes on applicant's candidacy.

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5 INTERVIEW

- Pre-qualifying testing administered (Provelt), 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.

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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
 - › * Will trigger creation of AD credentials, and work email
 - › Will also ensure that employee is entered onto payroll
 - 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.

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For details click icons below

Lani Allen

Director

Belfer 1207A

718.430.2875

lani.allen@einsteinmed.org

Trina Sarkar

Senior Talent Acquisition Specialist

Belfer 1207B

718.430.2555

Trina.Sarkar@einsteinmed.org

Jessica Williams

Talent Acquisition Specialist

Belfer 1207

718.430.3327

Jessica.wiliams@einsteinmed.org

Conor Walker

Talent Acquisition Specialist

Belfer 1207

718.430.3308

listed-conor.walker@einsteinmed.org



Albert Einstein College of Medicine

Montefiore