7 STEP PROCESS
Recruitment Selection
For details click icons below

NOTIFICATION

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

* Please contact Elizabeth Willcockson at elizabeth.willcockson@einstein.yu.edu for access to ICIMS
Recruitment Selection

For details click icons below

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
7 STEP PROCESS

Recruitment Selection

For details click icons below

3 TRACKING

The position is posted on Einstein career site, http://einstein.yu.edu/hr/career-opportunities/, and approved external sites.

Please note: Ads are only posted with written consent from the department & the Index number for billing purposes.
7 STEP PROCESS
Recruitment Selection
For details click icons below

4 PRESENTATION
Recruiter conducts phone screens & determines/recommends in-person interviews/passes on applicant’s candidacy.
7 STEP PROCESS
Recruitment Selection
For details click icons below

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.
Recruitment Selection

For details click icons below

**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.
- 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
  - Additional pre-employment screening may be required, e.g., medical clearance, license verification, reviewing motor vehicle/driving history, fingerprinting, etc.
Once the new hire has cleared the process, 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.
7 STEP PROCESS
Recruitment Selection
For details click icons below

Lani Allen
Associate Director
Belfer 1207A
718.430.2875
lani.allen@einstein.yu.edu
Recruits Sr. Level Positions-Manager, Director and above

Christopher Guerrero
Senior Human Resources Representative
Belfer 1207C
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Recruits all research/clinical research positions, service positions, etc.

Berenice Pena
Talent Acquisitions Recruitment Coordinator
Belfer 1207
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Onboard all staff hires

Trina Sarkar
HR Logistics Representative
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Onboard students and peer tutors

Click here for contact info