7 STEP PROCESS
Recruitment Selection
For details click icons below

VACANCY:
NEW POSITION/REPLACEMENT

1. NOTIFICATION
   • Hiring department creates requisition
   • New and Replacement positions should be routed for approval in *ICIMS to
     – Natasia Forbes in Compensation
     – Bianca Tartarone 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@einstein.yu.edu for access to ICIMS

* Click here for contact info
7 STEP PROCESS
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STRATEGY

1. Recruiter schedules Hiring Planning Meeting with department
2. Prior to meeting, Recruiter explores various recruitment sources:
   - Internal & external resume databases
   - Social Media sites
3. Advertising and sourcing strategy, pre-screening questions, interviewing format and service level agreement are determined
4. 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://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.
4 PRESENTATION
Recruiter conducts phone screens & determines/recommends in-person interviews/passes on applicant’s candidacy.
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INTERVIEW

5

• Pre-qualifying testing administered (ProveIt), 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

- Salary offer is discussed, negotiated (unless dictated by collective bargaining agreement) and documented with hiring manager.
- Professional References are completed through Skill Survey.
- Standard background screen initiated
  - Social Security number trace
  - Education verification
  - Drug Screening
  - Criminal History
- Additional pre-employment screening may be required. e.g., medical clearance, license verification, reviewing motor vehicle/driving history, finger printing, etc.
- The verbal offer is extended, and the generated offer letter is sent to the candidate via email.

Click here for contact info
CLOSE

- Recruiter notifies department of candidate’s verbal acceptance and tentative start date.

- 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
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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
718.430.2555
christopher.guerrero@einstein.yu.edu
Recruits all research/clinical research positions, service positions, etc.

Berenice Pena
Talent Acquisitions Recruitment Coordinator
Belfer 1207
718.430.3308
berenice.pena@einstein.yu.edu
Onboard all staff hires

Jennine Akumbu
Onboarding Coordinator
Belfer 1207
718.430.2545
jennine.akumbu@einstein.yu.edu
Onboard all faculty, research fellows, visiting scientists, research scholars, etc.

Trina Sarkar
HR Logistics Representative
Belfer 1207
718.430.3327
trina.sarkar@einstein.yu.edu
Onboard students and peer tutors

Click here for contact info