External Onboarding Process
Summary of External Onboarding Process

External candidate applies through iCIMS

Talent Acquisition Representative will call candidate to schedule an interview if they are qualified for the position

If candidate meets with Talent Acquisition and is a viable candidate, they will be forwarded to hiring manager for interview

Hiring Manager will interview candidate within their department to determine if they are the final candidate
Summary of Onboarding Process (External)

Once indicated as a final candidate, references will be completed and an contingent offer will be extended.

Talent Acquisition will start the onboarding screening which consists of: Criminal/Background screening and drug screening and medical clearance, if applicable.

Once cleared the screening, employee will start and attend new hire orientation on their first day.

Employee will report to their department after new hire orientation.
Offer Extended

- Once the final candidate is identified, a Talent Acquisition representative will reach out to the candidate to notify them that their references will be checked.
- Once this is completed the feedback will be sent back to the manager for a final hiring decision.
- If the manager approves the extension of an offer, a Talent Acquisition representative will extend the offer and give general hiring details.
Next 24 Hours

- A Talent Acquisition Coordinator will contact the final candidate with the details of the Onboarding process which include:
  - Onboarding email with Offer Letter & WTP
  - Background Clearances
    - Drug Screening
    - Criminal History Check
    - Medical Clearance (If Applicable)
Background Clearances

- Criminal History & Education Check
  > will be done electronically by our external vendor OrangeTree Employment Screening

- Drug Screening
  > Must be done at a Quest Diagnostics location
  > TA Coordinator will provide you closest location near you

- Medical Clearance (if applicable)
  > Can be done through our Occupational Health & Safety Department or though their Primary Care Provider
First Day/ New Hire Orientation

• First Day
  > Report to HR to submit all new hire documents
  > Bring all Identification needed for I-9 Employment Eligibility

• New Hire Orientation
  > Mandatory for all new hires
  > New hire will usually attend on their first day of employment