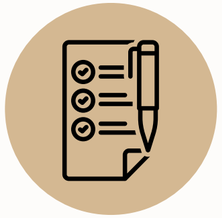
PFW Hiring Process

Job Description & Requisition Form

JD



- Job Description and Requisition Forms are submitted to Kirk & Pooja
- Forms and proposal are then sent to the Hiring Committee for approval

Requisition & Posting

R&P

- TA creates a requisition
- The job is posted for 5 Business Days
- Committees craft Interview Questions, establishes search timeline, and prepares for search

Interviews

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- Committee is added to view candidates after 5 Business Day policy
- Interviews are conducted
- Candidates ranked & evaluated

The Offer

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- Finalist identified & HR is notified
- Reference checks conducted
- HR contacted and then Verbal Offer is made
- Official Offer sent to for acceptance

Finial Steps

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- Onboarding process initiated
- Non-selected candidates are notified
- All search documents sent to HR
- The search is closed