



**RESOURCE: LEAD Recruitment, Interview, and Selection Manager Overview, Resources and Links**

Original Implementation Date:	6/29/21	Date Reviewed/ Revised:	10/26/21	Area of Responsibility:	Human Resources	Version:	3
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**Recruitment Process:**

1. Complete the [Job Requisition Form \(JRF\)](#) with all appropriate signatures. Use the [GUIDE: Recruitment Resources, Job Requisition Process and Form](#) for guidance.
2. Send completed JRF to [Talent@sunhealth.org](mailto:Talent@sunhealth.org) with a few 15-30 minute increments of time to meet with Talent Acquisition.
  - a. Talent Acquisition can help you create an [Interview Support Form](#) for the position
3. Prepare yourself for the interview process by:
  - a. Reacclimating to the Indeed platform using the [GUIDE: Indeed Manager Access](#) & [GUIDE: Indeed Interview Options](#)
  - b. Refresh on the [RESOURCE: Vibrant Living Culture Overview](#) & [RESOURCE: Current Benefit Options](#)
  - c. Have all your materials:
    - i. Job Description and New Hire Pay Range
    - ii. [Behavioral Interview Questions](#)
    - iii. Interview Guide & Form for [Team Members](#) and [Leaders](#)
  - d. Have candidate materials to submit to campus HR when ready to proceed with hiring and notify Talent Acquisition to pause/close job posting:
    - i. [Sun Health Employment Application](#) \*Remember when people “apply” on Indeed they are only submitting their resume.
      1. \*All those interviewed in-person need to complete an application.
    - ii. [New Employee Reference Checklist](#)
    - iii. [Employee Information Form](#)
    - iv. [Permission to Obtain Information](#)
  - e. \***Internal Applicants** will need to complete an [Internal Transfer Application](#) signed by their current manager with an updated resume.
4. Follow up with Talent Acquisition (TA) about changes to posting needs and when Talent Acquisition reaches out for updates for monthly Indeed budget monitoring and reposting.

**Additional Links**

[Forms](#) Managers Forms & Guides section

Current Job Opportunities Flier is found on Employee Portal: [Career Opportunities & Referral Bonus Page](#)

[Sun Health Company Jobs Page](#)

[Sun Health Website Careers Page](#)

\*Documents and links are updated frequently, so if a link does not work try to search on the Employee Portal or notify [Talent@sunhealth.org](mailto:Talent@sunhealth.org) .