



IDOH STATE EMPLOYEE HIRING PROCESS

Candidate Selected and Hired

Please review the [**SAP SuccessFactors – Candidate Management – Talent Pipeline**](#) document for instructions on how to review candidates and move through the remainder of the hiring process. The instructions below detail our specific hiring steps as a supplement to the Talent Pipeline guide linked above.

1. **Hiring Manager** will contact the top candidate to provide a contingent offer. This conversation should consist of the proposed salary and a notification that the offer is contingent upon favorable results of the background check, salary request, and the State of Indiana's Strategic Hiring Committee approval. NOTE: Feel free to share the [Total Compensation Worksheet](#) to help candidates decide whether or not to accept the contingent offer if this hadn't already been shared during the interview process. Guidance for this conversation can be found [here](#).
2. If the candidate accepts the contingent offer, **Hiring Manager** will move him/her to Initiate Pre-Hire.
3. **Hiring Manager** will complete the [Final Candidate Justification Form \(R2021\)](#) and email it to [HR](#).
4. **Human Resources** will partner with the internal hiring committee for review and, if approved, will then initiate the background check, education/employment/license verification, and external Strategic Hiring Committee request. Once complete, Human Resources will notify the Hiring Manager via email by moving the candidate into Finalize Offer > Contact Selected Candidate.
5. **Hiring Manager** will contact the candidate to share the good news and identify a start date. Hiring manager will communicate the identified start date with HR. Click [here](#) for discussion guidance.
6. **Human Resources** will send the written offer letter and finalize the hiring process within SuccessFactors.
7. **Human Resources** will enroll new hire in day one Onboarding facilitated by INSPD.
8. **Hiring Manager** will inform the [Building Liaison](#) of the new state employee and anything necessary to request access and equipment.
9. **Building Liaison** will enter the new hire information into the [SharePoint Resource Management System](#). Communicate any delays or concerns with the Hiring Manager.
10. **Human Resources** will enter the PCN and the PeopleSoft ID into the SharePoint Resource Management System.
11. **Human Resources** will send a follow up e-mail the week prior to the start date with information pertaining to parking, instructions for first and second day, and any other important documentation that is needed as part of the hiring process.
12. **Hiring Manager** will contact the new employee within one week prior to start date to ensure s/he is equipped with relevant information necessary for first and second day and to answer any questions.
13. If located within 2N or IGC-N and once these are conducted in person again, **Hiring Manager** will pick up new hire after the "Welcome to the Indiana Department of Health" orientation at approximately 11:15am. If a pick up isn't possible, ensure the new employee knows where to go.
14. **Hiring Manager** will follow the Onboarding Steps within the Hiring Process Instruction guide found at the top of the [Hiring Process page](#).