

Hiring Manager Recruiting Process Overview



01 Approval

HR initiates a PCR to obtain appropriate approvals to begin recruiting process.

Hiring Manager Action Items
Provide position info to HR

Varies

03 Job Posting

The Recruiter creates job posting & routes for HR review and approval. Jobs can be posted internally, externally and/or to specific job boards.

Hiring Manager Action Items
Share job posting

1-2 Days

05 Hiring Manager Review

Qualified candidates will be available for review.

Hiring Manager Action Items
Review applicants and categorize into:
1. Recommend for interview
2. Still under consideration
3. Remove from consideration

2-5 Days

07 Salary Recommendation

Once a candidate is selected to receive an offer, the Recruiter will request a salary recommendation from Compensation. Additional approvals from Leadership needed for salary exceptions, relocation, sign-on bonus or other offer details will be identified by the Recruiter & obtained prior to extending offer.

Hiring Manager Action Items
Confirm all offer details with recruiter

1-5 Days

09 Pre-Employment

Upon acceptance, the Recruiter initiates pre-employment process. The candidate will give notice to current employer, if needed.

Hiring Manager Action Items
Confirm start date

14-28 Days
(up to 42 Days for California/Immigration)

02 Recruitment Prep & Kickoff Meeting

HR will meet with the Hiring Manager to discuss job posting requirements, needs/wants in a candidate, hiring process timeline, compensation details, and an overview of the current team including any Federal Contractor outreach obligations, if applicable.

Hiring Manager Action Items
Review job description and prepare for meeting

1-2 Days

04 Recruiter Review

The Recruiter reviews submitted applications & shares qualified candidates with the Hiring Manager via applicant tracking system.

Hiring Manager Action Items
Check applicant tracking system for potential candidates from recruiter

2-5 Days

06 Interviews|Assessments

The Recruiter coordinates all interviews/assessments needed for each candidate. Interviews can be conducted via phone, video or in-person. The Hiring Manager should use the Valero Interview Question Database to select approved interview questions.
Note: Assessments for BOT/Craft positions are conducted prior to Hiring Manager Review.

Hiring Manager Action Items
Debrief with recruiter to discuss candidates & next steps

1-10 Days

08 Offer

The Hiring Manager and/or the Recruiter will extend a verbal offer. A written offer will be sent by the Recruiter via applicant tracking system and will require an electronic signature from the candidate to accept.

Hiring Manager Action Items
Support the offer process by answering questions

1-2 Days

10 Onboarding

The Recruiter will send instructions and New Hire Orientation information to the candidate for first day.

Hiring Manager Action Items
Receive IDM info, New Employee Integration guides and submit desk set-up request as needed.

2-5 Days

Total:
26-64 Days