Corporate Traveller ETC Recruitment OBW Process

* TM creates the job requisition in PageUp.
* Attaches the approval email and JD.
* In notes the TM advises who is their ATM and portfolio size the new stater will be handed.
* Recruitment approves the role and starts sourcing candidates.
* Recruitment does the initial phone screen and sends successful candidates to the Team Manager via PageUp.
* TM reviews and approves/rejects the candidates using the Applicant Progress feature in PageUp.
* Recruitment invites candidates to an in person interview at the TM’s office and the ATM sits in on the interview.
* TM verbally offers the successful candidate, changes the status to ‘Verbal Offer’ in PageUP. They then contact Recruitment to advise agreed start date.
* Recruitment makes the official offer
* Once the candidate accepts the offer, the TM completes the new starter form on Pilot.
* Peopleworks Support creates Core and HRS profile, IT orders the equipment and sets up required passwords