

Northwestern University
Staff Recruitment Service Level Agreement (SLA) Process Overview

This SLA defines how Talent Acquisition will work in collaboration with Northwestern Schools and
Unit()4.20 Tw -11Tf0Tc -05Tw .100185.6(T)24.1(a)22 (l)9(e)2.1(n)1(t)2 ()5(A)6(c).7(q)3(u).1(i)9(s)2 (i)9(t)4 (i)

by the
[Redacted]
you are ready to actively partner with Talent Acquisition to begin the recruitment process.
Update Talent Acquisition of any potential updates or changes to initial posted hiring range.

Work with hiring manager to develop marketing statement, update the job posting, review and insert hiring range, and approve to

If feedback or new status update is not provided to the Talent Acquisition Partner for a

Post opening to external recruitment sources.
Route resumes a minimum of once per week (or agreed upon weekly cadence) to hiring manager for review.

Based on previously identified Recruitment Plan, the verbal contingent offer is made by department or Talent Acquisition Partner.	*If department completes a traditional reference verification request a copy of the reference notes for the new hire file.
---	--

