

The hiring process relies on accuracy and attention to detail. When done correctly, the quality of the candidate and their employment experience are elevated. Here are some quick ways to ensure that your applicants flow through the process with ease while mitigating frustrating speed bumps & ensuring that you are staying within Association, legal and Praesidium accreditation guidelines. For more assistance, please reach out to HRDept@ymcala.org.

Common Hurdles:



Application

Requirement: A candidate must complete the application, in full, before an offer letter is sent. Before requesting an offer letter, review the application and check for completion of the following mandatory items:

- An applicant's signature
- Acknowledgement of legal statements
- Responses to Global Application Questions

Fix: If you haven't submitted a request for an offer letter



Click on the "Send Full Application" button under "Application Actions". Once the application is complete, you can then submit a request for the offer letter.

If you have submitted a request for an offer letter



The application is now locked. To add missing info, gather the missing documentation from the applicant, upload pdfs to the "Resume and Documents" section then re-submit the offer letter request.

Quick Tip: A red "Application Incomplete" tab will signal a problem and indicates that required information on the application is missing.



References

Requirement: Our accreditation provider requires **2 professional and 1 personal** reference. Familiarize yourself with the reference guidelines [here](#) and ensure that they are uploaded during the initial workflow process.

Fix: If your applicant hasn't provided the correct references, contact them and explain the requirement. Once received, upload the pdf into the "Resume & Documents" tab of their application then submit a new offer letter request.



- ✓ 2 professional, 1 personal
- ✗ 2 personal, 1 professional
- ✗ 3 professional
- ✗ 3 personal



Offer Letter

Requirement: Candidates must accept their offer letter within 7 days. If not, the offer letter will expire and the applicant will move into the "expired" category.

Fix: If an offer letter has not been signed within 7 days, please contact the applicant and ask if they are still interested. If they are, please resubmit the offer letter request.

If they are unresponsive or are no longer interested, please "disposition" or "reject" the application and cite the reason.

Quick Tip: Don't forget about the Live Scan clearance! A screenshot showing that the applicant has cleared is required to be uploaded to the Live Scan step in the workflow before an offer letter can be sent out. If this is missed, it can be added to the applicant's "Resumes and Documents" area.

New postings should be active for

45 days

A post may be extended one time for

30 days

If unfilled, a posting should be refreshed every **75** days

("refreshed" means to close and re-open the posting)

Other Important Reminders

- ✓ Create new requisitions and do not use a requisition from an expired or filled position.
- ✓ Do not check the box for "Require Evaluation" by the Primary Recruiter, Ericka Thomas. This will delay the process.
- ✓ All positions need a position seat, job description and an offer letter, this includes a position that someone has been promoted to.
- ✓ The I9 verification is crucial. Hiring managers must review and verify a new hire's I9 within 3 business days of their hire date.



A successful hiring process requires clear, thorough communication. Remember that it is your role as the hiring manager to check in with the applicant, provide updates and ask for any information that might be missing.



Need a refresher on the hiring workflow? Click [here](#) for a breakdown with steps and responsibilities.