

# From Recruiting to Onboarding

Timing is EVERYTHING



## Key Steps for the Recruiting/Hiring Process:

### 1. Requisition Request:

- 1.1. The **hiring manager** submits a requisition request form to initiate the hiring process (see link in workflow page 1).

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### 2. Job Posting:

- 2.1. **Recruiters** create a job advertisement and post it on the CMA Career Page and Indeed.

### 3. Screening and Grading Applicants:

- 3.1. **Recruiters** screen and grade applicants, sharing the top candidates (A candidates) with hiring managers.

### 4. Scheduling Interviews:

- 4.1. **Recruiters** book selected candidates for interviews using the [hiring manager's calendar in Paylocity](#). *However, a **hiring manager** is welcome to handle their own booking of interviews outside of the Paylocity Recruiting Module with the assistance of their onsite team. (continued Page 2)*

## Key Interviewing Tips:

- **Prepare Thoroughly:**
  - Review the job description and candidate resumes in detail.
  - Identify key skills and qualifications to assess.
  - Develop a list of relevant questions.
- **Create a Positive Atmosphere:**
  - Greet candidates warmly and establish rapport.
  - Use active listening to understand their responses.
  - Ask open-ended questions to encourage thoughtful answers.
- **Focus on Behavioral Questions:**
  - Ask questions about past experiences to predict future performance.
  - Use the STAR method (Situation, Task, Action, Result) to guide candidate responses.

### • Interview Questions by Position are available online:

Auto Mechanic	Service Advisor
Auto Sales	Auto Detailer
Automotive Finance Manager	Auto Body Repair Tech
Parts Department	Staff Accountant

### • Evaluate Cultural Fit:

- Assess how well the candidate aligns with the company culture and values.
- Ask questions about their work style, preferences, and career goals.

### • Take Detailed Notes:

- Document key points from the interview to aid in decision-making.
- Use a standardized note-taking format to ensure consistency.

### • Provide a Positive Candidate Experience:

- Thank candidates for their time and interest.
- Communicate the next steps in the hiring process.

## Online Interview Training & Resources:

### Udemy Interviewing Online Course (Free):

- A free, one-hour course covering essential interviewing skills.
- Learn how to create a positive candidate experience, assess resumes, develop effective questions, and evaluate candidates.

## Additional Tips:

### • Communicate Effectively:

- Keep candidates informed throughout the hiring process.
- Provide timely feedback and updates.

### • Reflect and Learn:

- Review your interviewing skills and identify areas for improvement.
- Seek feedback from colleagues and hiring managers.

By following these guidelines and leveraging the resources provided, you can conduct effective interviews and hire the best talent for your team. Remember: A well-conducted interview can make a lasting impression on candidates and contribute to the overall success of your organization.

## Key Steps for the Recruiting/Hiring Process (Cont.):

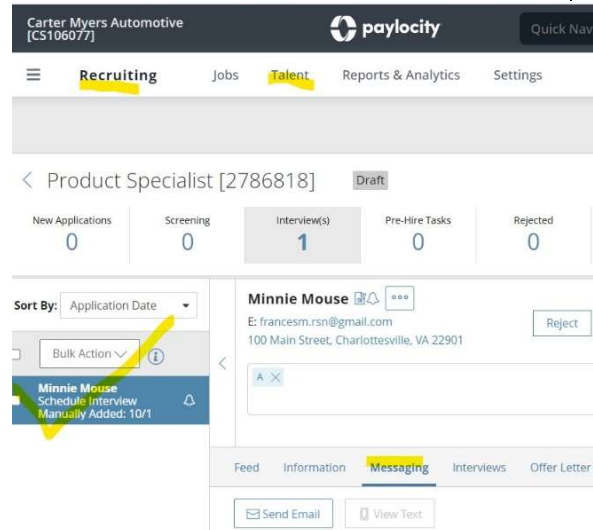
### Hiring Manager Initiates:

**Reference check:** Call/email the candidates' provided professional references.

1. **AVA Screening** – send candidate the AVA message via Recruiting Module

- 1.1. Request an AVA for strong candidates in specific roles. A candidate is invited to take the AVA via a message that is sent via: *Paylocity Recruiting Module/Messaging/Send AVA template*.

2. **Background check** – send candidate the Background Check message via the Recruiting Module
3. **Drug Screen** (conducted on-site)



## Key Onboarding Steps:

5. **Job Offer to Onboarding (by Hiring Manager):**

5.1. Create a **Job Offer Letter** for the candidate via the Paylocity Recruiting Module | Offer Letter | Use appropriate template for the position

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6. **Pay Plan Form:**

6.1. Finalize salary, hourly rate, etc. by completing the **Pay Plan Form located at:**

<https://wercmacars.com/offer-to-onboarding/>

**NEW**

6.2. Submit the completed plan for automatic processing by the Payroll Team.

6.3. Obtain signatures from yourself and new hire on the final pay plan form. Return the **signed form** to payroll@cmacars.com before the associates start date.

7. **New Hire Access Form (Share) in Paylocity:**

7.1. Locate your candidate using Talent Search

7.2. Select: **Share** (click on ellipsis next to candidate's name "...") and Select Share Candidate |

7.3. Send to: Select your store's **New Hire Group**

7.4. Select: **7 - New Hire Access Form**

7.5. Scroll through the Memo in the body of the email and **add details** below including Referral, Start Date, T-shirt Size, Computer Needs, Phone details, and any special instructions.

7.6. The Dealership Assistants can set up necessary paperwork, workspace, and technology access in coordination with the People Team and Networking Solutions.

7.7. Click **SEND** (top right orange button)

## Timing is Everything!

As we strive to create a world-class employee experience at CMA, we focus on providing a smooth onboarding process for new associates. This starts with clear communication and collaboration between hiring managers and the Onboarding Team.

**Why Notice Matters:** A minimum of 3 business days' notice after a completed background check is crucial for a successful onboarding. This allows for:

- **Preparation:** The Dealership Assistants can set up necessary materials in coordination with the People Team and Networking Solutions.
- **Scheduling:** Team introductions, training, and orientation can be planned effectively.
- **Positive First Impression:** New associates feel welcomed and prepared for their first day.

**Minimum Notice Deadlines:** To ensure a seamless transition, please provide the following notice before an associate's start date:

- **Monday Start:** Prior Thursday by Noon (Bonus wiggle room!)
- **Tuesday Start:** Prior Thursday by 5 pm
- **Wednesday Start:** Prior Friday by 5 pm
- **Thursday Start:** Monday by 5 pm
- **Friday Start:** Tuesday by 5 pm
- **Saturday Start:** Tuesday by 5 pm

*Please expect delays when your new hire start date falls during the week of a holiday to allow for delays with business partners and government offices due to closures.*

