**Courtesy Smart Onboarding Process**

- **EDM Special Projects**
  - Establishes Courtesy Express Pool

- **HR Dept. Rep**
  - Creates and links applicant to pool posting

- **HR Dept. Rep**
  - Completes job offer for applicant

- **Dept. Manager**
  - Approves Job offer

- **HR Background Check Team**
  - Reviews BGC Questionnaire and reported description of duties to confirm if a Background Check is needed.

- **EDM Special Projects**
  - Launches Smart Onboarding Invitation to Candidate

- **EDM Special Projects**
  - Reviews and approves offer

- **Candidate**
  - Completes Smart Onboarding

- **Candidate**
  - Submits Smart Onboarding to HR

- **Dept. Rep**
  - Monitors My Tasks for any pending items (Nepotism approvals, supplemental documents)

- **Dept. Rep**
  - Saves and Submits Supplemental Documents step (even if no supplemental documents are required)

- **Dept. Manager**
  - Reviews and approves Nepotism workflows if needed

- **EDM Special Projects**
  - Processes Courtesy Appointment

- **HR Background Check Team**
  - If necessary, clears Background Check in Smart Onboarding