

DEPARTMENTAL RECRUITMENT AND SELECTION CHECKLIST

Department : _____

Position Title : _____

Date Completed Action

- _____ Vacancy Occurs
- _____ Review job description and update as necessary
- _____ Complete and submit an online job posting request form
- _____ Establish a Selection Committee for candidate selection
- _____ Develop prescreen (i.e., phone screen, Skype) questions, if applicable, and consistently implement prescreening process
- _____ Develop in person interview questions. Check with The Employment Office to confirm that questions meet employment laws.
- _____ Review resumes and profiles of all candidates to confirm that they satisfy basic qualifications and identify applicants for phone or other prescreening
- _____ Finalize candidate selection for interviews
- _____ Conduct interviews
- _____ Confirm completion of job-related assessment tests (if applicable)
- _____ Select final candidate(s)
- _____ Check candidate references
- _____ Consult with Compensation Analyst for rate of pay
- _____ Extend verbal offer of employment to candidate (and only the pay level as agreed by HR/Comp Analyst)
- _____ Send regret emails/letters to candidates interviewed
- _____ Request job posting closure (includes option to send standard regret letters to applicants)
- _____ Complete [Employee Work Permit](#) form
- _____ Complete [Verification of Credentials](#) form (if requiring at least a bachelor's degree)
- _____ Complete personnel action form-PAF (RAF or rate sheet) and signing first and next level supervisor
- _____ Forward the completed RAF to VP/Office of the Provost, or the completed rate sheet to the Asst VP Finance (they will forward on to the next approval, cc the sender/department)
- _____ *Once the Employment Office receives the PAF, HR will continue hiring process per [HR New Hire Checklist](#)
- _____ Prepare for new employee
- _____ Complete [Departmental New Employee Checklist](#)
- _____ Assist with obtaining and submitting signed hire letter to Employment Office