DEPARTMENTAL RECRUITMENT AND SELECTION CHECKLIST

Department/Unit: ________________________________ Date Prepared: ____________

Position Title: ________________________________

Date Completed Action

Date
Action

___________
Vacancy Occurs

___________
Review Job Description and update. Contact Compensation Analyst for review/approval

___________
Complete Job Posting Request Form and submit to The Employment Office for posting

___________
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

___________
Check candidate references

___________
Consult with Compensation Analyst for rate of pay

___________
Conduct interviews

___________
Confirm completion of job-related assessment tests, if applicable

___________
Select final candidate

___________
Extend verbal offer of employment to candidate (and only pay level agreed by HR)

___________
Send regret letters to candidates interviewed/or through job approval process

___________
Close out job posting/finalize

___________
Submit paperwork to trigger formal employment offer

___________
Complete Verification of Credentials Form and Send to Employment

___________
Prepare for new employee

___________
Complete Onboarding Checklist

Please submit the fully completed Recruitment and Selection Checklist to The Employment Office.

Name: ________________________________ Title: ________________________________

Phone: ________________________________ Email: ________________________________
New Team Member Checklist
Some items may not be applicable

**EMPLOYEE INFORMATION**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Manager:</td>
</tr>
</tbody>
</table>

**BEFORE**

- [ ] Contact employee to personally welcome him/her
- [ ] Remind about car registration and insurance for 1st day
- [ ] Remind to set up meeting with Employment Office in HR
- [ ] Have new employee get ID card
- [ ] Set up new employee’s office with computer and telephone

**FIRST DAY**

- [ ] Welcome new employee
- [ ] Assign “buddy” employee to answer general questions
- [ ] Office and building tour
- [ ] Brief campus tour
- [ ] Parking permit/Campus Safety
- [ ] Sign-up for New Employee Orientation
- [ ] Assist in setting up email
- [ ] Order name tags & business cards

**DEPARTMENTAL SPECIFIC POLICIES AND PROCEDURES**

- [ ] Overtime
- [ ] Vacation and sick leave
- [ ] Call-in procedures
- [ ] Holidays
- [ ] Time and leave reporting
- [ ] Performance reviews
- [ ] Dress code
- [ ] Personal conduct standards
- [ ] Application of disciplinary actions
- [ ] Security
- [ ] Confidentiality
- [ ] Safety
- [ ] Emergency procedures
- [ ] Visitors
- [ ] E-mail and Internet use

**ADMINISTRATIVE PROCEDURES**

- [ ] Review general administrative procedures:
- [ ] Mail (incoming and outgoing)
- [ ] Shipping (FedEx, DHL, and UPS)
- [ ] Purchase requests
- [ ] Telephones (long distance)
- [ ] Printers
- [ ] Building access cards
- [ ] Conference rooms
- [ ] Expense reports
- [ ] Office supplies
- [ ] Copy centers

**POSITION INFORMATION**

- [ ] Introductions to team
- [ ] Review initial job assignments and training plans
- [ ] Review job description and performance expectations/standards
- [ ] Review department organization and goals
- [ ] Review job schedule and hours (overtime and comp time)
- [ ] Review payroll timing, time cards
- [ ] Share schedule of general staff or faculty meetings
- [ ] Introduction to key personnel in other departments

**COMPUTERS**

Hardware and software reviews, including:

- [ ] Helpdesk Info
- [ ] Microsoft Outlook
- [ ] Interntet
- [ ] Microsoft Office
- [ ] Databases
- [ ] Data on shared drives
- [ ] Gajim Inter-communication Access
- [ ] Barner and/or Finance Access

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Employee's Signature: [ ]
Supervisor's Signature: [ ]
Date: [ ]