

DEPARTMENTAL RECRUITMENT AND SELECTION CHECKLIST

Department/Unit: _____ Date Prepared: _____

Position Title: _____

Date Completed 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 *(email resume to Beverly)*
- _____ 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: _____

Andrews University

New Team Member Checklist Some items may not be applicable

EMPLOYEE INFORMATION

Name: _____ Start date: _____
Position: _____ Manager: _____

BEFORE

- | | |
|--|---|
| <input type="checkbox"/> Contact employee to personally welcome him/her | <input type="checkbox"/> Have new employee get ID card |
| <input type="checkbox"/> Remind about car registration and insurance for 1 st day | <input type="checkbox"/> Set up new employee's office with computer and telephone |
| <input type="checkbox"/> Remind to set up meeting with Employment Office in HR | |

FIRST DAY

- | | | |
|--|---|---|
| <input type="checkbox"/> Welcome new employee | <input type="checkbox"/> Office and building tour | <input type="checkbox"/> Sign-up for New Employee Orientation |
| <input type="checkbox"/> Assign "buddy" employee to answer general questions | <input type="checkbox"/> Brief campus tour | <input type="checkbox"/> Assist in setting up email |
| | <input type="checkbox"/> Parking permit/Campus Safety | <input type="checkbox"/> Order name tags & business cards |

DEPARTMENTAL-SPECIFIC POLICIES AND PROCEDURES

- | | | |
|---|--|--|
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Performance reviews | <input type="checkbox"/> Confidentiality |
| <input type="checkbox"/> Vacation and sick leave | <input type="checkbox"/> Dress code | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Call-in procedures | <input type="checkbox"/> Personal conduct standards | <input type="checkbox"/> Emergency procedures |
| <input type="checkbox"/> Holidays | <input type="checkbox"/> Application of disciplinary actions | <input type="checkbox"/> Visitors |
| <input type="checkbox"/> Time and leave reporting | <input type="checkbox"/> Security | <input type="checkbox"/> E-mail and Internet use |

ADMINISTRATIVE PROCEDURES

- | | | |
|---|---|--|
| Review general administrative procedures: | <input type="checkbox"/> Mail (incoming and outgoing) | <input type="checkbox"/> Building access cards |
| <input type="checkbox"/> Office/desk/work station | <input type="checkbox"/> Shipping (FedEx, DHL, and UPS) | <input type="checkbox"/> Conference rooms |
| <input type="checkbox"/> Keys | <input type="checkbox"/> Purchase requests | <input type="checkbox"/> Expense reports |
| <input type="checkbox"/> IDC charges | <input type="checkbox"/> Telephones (long distance) | <input type="checkbox"/> Office supplies |
| <input type="checkbox"/> Fax machines | <input type="checkbox"/> Printers | <input type="checkbox"/> Copy centers |

POSITION INFORMATION

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

COMPUTERS

Hardware and software reviews, including:

- | | | |
|--|---|---|
| <input type="checkbox"/> Helpdesk Info | <input type="checkbox"/> Intranet | <input type="checkbox"/> Data on shared drives |
| <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Microsoft Office | <input type="checkbox"/> Gajim Inter-communication Access |
| | <input type="checkbox"/> Databases | <input type="checkbox"/> Banner and/or Finance Access |

Employee's Signature

Supervisor's Signature

Date