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

Updated: 3/28/2023