

DEPARTMENTAL RECRUITMENT AND SELECTION CHECKLIST

Department : _____

Position Title : _____

Date Completed Action – REMINDER: New Employee **MUST NOT** begin work until background check is cleared, hire letter is signed, and employment verification is completed

- _____ Vacancy Occurs
- _____ Review job description and update as necessary
- _____ Complete and submit an online job posting request form for approval
- _____ Establish a Selection Committee for candidate selection, if applicable
- _____ Develop prescreen (i.e., phone screen, Zoom, Teams) 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 applications received through approved job posting, along with 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)
- _____ If candidate accepts verbal offer, complete personnel action form-PAF (RAF or rate sheet), signing first and next level supervisor.
- _____ Forward the completed RAF to VP/CAO, or the completed rate sheet to the Asst VP Finance (they will forward on to the next approval, cc the sender/department)
- _____ 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)
- _____ Assist with obtaining and submitting signed hire letter to Employment Office

*Once the Employment Office receives the PAF, HR will continue hiring process per [HR New Hire Checklist](#)

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_____ Prepare for new employee, including completing [Departmental New Employee Checklist](#)