

RECRUITMENT CHECKLIST

For Hiring Manager and/or Panel Chair

Advertising a Position

- ☐ **Review and update** the following as necessary for the position to be advertised. One of these documents **must** be attached to the Request to Fill. *If you do not know what type of position it is, please consult with Human Resources prior to completing the document.*
 - ☐ **Employee Work Profile (EWP)** for Classified and Wage positions.
 - ☐ **Position Description (PD)** for Faculty, Administrative & Professional Faculty and Adjunct positions.

It is especially important that this information is accurate and up to date because it will be used to create your ad.
- ☐ Complete the **Request to Fill** ensuring that all sections are completed accurately and submit for approval structure for your department.
- ☐ Once approval is received, provide a copy of the approved Request to Fill and the EWP or PD to the Recruitment Coordinator.
- ☐ Provide the Recruitment Coordinator with following:
 - **Type of Recruitment:** General Public, State Only, or Agency Only
 - **Advertisement Duration:** All ads must be posted at least 5 business days.
 - **Panel Members/Search Committee:** Must be diverse.
- ☐ Receipt of documents necessary for the next steps in the recruitment process.
 - ☐ **Screening Matrix**
 - ☐ **Interview Questionnaire Form**
 - ☐ **Interview Scheduling Template**
 - ☐ **Request to Offer**

Screening

- ☐ Screening Matrix received by the Recruitment Coordinator. *The Recruitment Coordinator will setup the matrix for your position based on the requirements and preferences included in the advertisement. If you have not received the screening matrix from the Recruitment Coordinator or HR, please send them an email requesting it.*
 - The method of screening must be applied fairly and consistently by screening each application individually against the criteria on the matrix.
 - All applicants must be screened.
 - Establish a threshold to determine interview eligibility. *If you have questions concerning the threshold, please contact the Recruitment Coordinator.*
- ☐ All applications received from the Recruitment Coordinator (up to the date the ad closes), **must be reviewed and screened.**
- ☐ Completed Screening Matrix sent to the Recruitment Coordinator for review prior to scheduling interviews.

- ☐ Received confirmation from the Recruitment Coordinator that the Screening Matrix has been reviewed and approved.

Interviewing

- ☐ Sent interview questions to Recruitment Coordinator for review and approval.
- ☐ Interview questions approved by Recruitment Coordinator.
- ☐ Interview date(s) and location determined and shared with the Recruitment Coordinator.
- ☐ Interviews scheduled and a copy of the schedule sent to the Recruitment Coordinator.
- ☐ Interviews conducted fairly and consistently with the same panel/search committee for each interviewee. Each panel member must ask the same interview question of each applicant.

After the Interview

- ☐ All panel members should allow time to discuss candidate selections for hire, ranking applicants in order.
- ☐ All interview documents must be collected and reviewed by the Panel/Committee Chair to ensure there are no errors or missing information.
- ☐ All interview documents sent to the Recruitment Coordinator for review.
- ☐ Request to Offer (RTO) completed and submitted for approval. *Ensure that all sections of the form are completed. The Recruitment Coordinator or the HR Director can assist with salary recommendations as needed.*
- ☐ Approved **Request to Offer (RTO)** forwarded to the Recruitment Coordinator.

The following will be completed by the Recruitment Coordinator or Human Resources once the RTO is received.

Onboarding

- Criminal Background Appointment Scheduled / References are checked.
- If background results are favorable, a verbal offer will be extended to the candidate and a start date is determined. **Note: all full-time new hires/rehires start on the 10th or 25th of the month.**
- If the verbal offer is accepted, an offer letter or contract is drafted by HR and sent to the President for signature.
- Once the offer letter is signed by the President, it is sent to the candidate for review and signature.
- Details regarding New Employee Orientation (NEO) will be shared with the hiring manager and the candidate as that information becomes available.