

HIRING CHECKLIST

Position _____ Location _____ Administrator _____

Contact Status _____ Reason for Vacancy _____

This form is designed to help manage the tracking of procedures involved in the hiring of staff members. A copy of this form should be kept by the building or program administrator and filed with his/her records of the opening. The original of the form should accompany the recommendation materials forwarded to the Human Resources Office at Step 10.

- ___ 1. Position is authorized with the Personnel Requisition Form
- ___ 2. Position is posted. Closing date is _____.
- ___ 3. Review files with the Human Resources Office and record comments. Decide who will be interviewed. All in-district applicants requesting transfer must be interviewed if he/she meets the minimum qualifications for the opening. If a candidate requesting transfer is not to be interviewed, send a memo to the personnel administrator specifying area(s) in which applicant failed to meet the minimum qualifications. Ensure that all in-district applicants listed in the job file as of 4:30 p.m. on the closing date are reviewed.
- ___ 4. Appoint interview team. Explain proper interview techniques and the use of 'fair' questions.
- ___ 5. Choose or design interview questions and look for responses related to the required factors for selection. Submit a copy to the Human Resources Office for review.
- ___ 6. Schedule interviews. (*May be done by Human Resources Office or by the building*).
- ___ 7. Conduct interviews. Prior to start of interview members of interview team sign all confidentiality forms. Each interview team member records notes on each question. Ratings by each member of interview team completed for each candidate on rating sheet.
- ___ 8. Identify top candidate(s) from interviews.
- ___ 9. Contact previous supervisor(s) of top candidate. Complete Telephone Reference Check forms with at least two reference checks on final candidate. Current employees with 3 or more years of experience with our district do not require telephone reference checks. Please ask HR to refer to their last three evaluations.
- ___ 10. Send recommendation materials to the HR Office. Include candidate files, rating sheets, confidentiality forms, telephone reference form(s), interview questions, interviewer notes, and a copy of this Checklist. If recommended candidate is a retire/rehire include a memo as to how he/she is the **most** qualified candidate.

Candidate Recommended _____ Recommended start date _____

Building/Program Administrator signature

Date

- ___ 11. After recommendation is received by HR, the superintendent will review all materials for **certificated** applicants. After the superintendent has reviewed, the administrator will be contacted with the superintendent's decision.

Candidate approval by Superintendent

Date

Official Start Date

- ___ 12. After contact from HR the administrator will notify successful candidate and offer job. Also notify successful candidate to contact Human Resources Office to complete necessary paperwork prior to start date.
- ___ 13. Administrator to notify unsuccessful candidates by phone who were interviewed. All other applicants not interviewed will get written notification from the Human Resources Office.