

This checklist provides specific details pertaining to each step of the process for hiring staff members (all regular, non-faculty positions). A checklist highlighting each of the steps is listed below. Human Resources personnel are available to provide consultation and assistance throughout the process.

STAFF HIRING PROCESS CHECKLIST

(Any questions or concerns regarding this checklist, please contact Human Resources at x5096.)

Initiating the Search Process

_____ 1.) The hiring supervisor contacts Human Resources for a hiring process orientation, if necessary.

_____ 2.) The hiring supervisor reviews, updates or drafts the job description of the vacant position (if needed).

_____ 3.) New or significantly updated job descriptions should be submitted to Human Resources for committee review.

_____ 4.) The hiring supervisor develops a comprehensive search plan which must include:

- Personnel Requisition
- Recruitment plan (search scope, ad placement, search committee)
- Draft job announcement** (emailed to Employment Specialist)
- Scoring Criteria/Evaluation Grid

****Please note:** “Preferred Qualifications” are no longer used; and **all** requirements should match the scoring criteria/evaluation grid.

_____ 5.) Complete search plan is submitted to Human Resources, and Human Resources discusses any changes with department.

_____ 6.) If needed, Human Resources obtains Equity Issues approval of search plan, Equity Issues discusses any changes with department.

_____ 7.) Human Resources obtains hiring supervisor’s approval of job ad and places advertisement.

_____ 8.) Human Resources collects applicant materials and acknowledges receipt of all applications.

Screening and Selection

_____ 9.) Human Resources pre-screens application materials for minimum qualifications.

- _____ 10.) Human Resources forwards applicant file to search committee chairperson.
- _____ 11.) Each search committee member screens applicants, utilizing approved evaluation grid and scoring criteria, to determine applicants to be interviewed. Search committee chair compiles the scores from the individual grids and creates a master evaluation grid.
- The search committee chair prepares and submits to HR:
- a. Prepares a memo to Human Resources requesting to interview, with explanation of choices:
 - b. Evaluation grids (master grid only);
 - c. Interview questions
 - d. Application materials of all candidates
- Please note:*** Phone interviews may be conducted before on-campus interviews; **must** obtain approval to conduct both telephone and on-campus interviews.
- _____ 12.) Human Resources reviews the materials and contacts the search committee chair with any questions or concerns.
- _____ 13.) Human Resources approves the request to interview. Human Resources will contact Equity Issues for approval if needed.
- _____ 14.) Human Resources contacts the search committee chair with interview approval and discusses background check consent form and procedure.
- _____ 15.) Search committee chair schedules interviews and contacts Human Resources to make travel arrangements, if necessary. HR can also assist with scheduling interviews.
- _____ 16.) Interviews and reference checks are conducted by search committee.
- _____ 17.) Search committee chair submits an *Interviewee Evaluation Memo* on behalf of search committee to the hiring supervisor. The memo should not Rank or Recommend a Hire; should address each interviewees' strengths and weaknesses. Hiring supervisor submits memo addressed to Human Resources requesting to hire and returns the complete file to Human Resources. The memo must address every candidate approved to be interviewed, regardless of whether or not interview took place. The memo should also address why/why not a candidate is being chosen and if there are second, third choices.
- _____ 18.) Human Resources conducts salary analysis.
- _____ 19.) Human Resources obtains approval of hire and salary authorization from appropriate Executive.

- _____ 20.) Human Resources reviews and approves the request to hire, contacts hiring supervisor with questions. Human Resources will obtain Equity Issues approval if needed.
- _____ 21.) Human Resources advises the hiring supervisor of approval to hire and salary.
- _____ 22.) Hiring supervisor extends offer of employment
- _____ 23.) Hiring supervisor notifies Human Resources of applicant acceptance (and start date) or rejection.
- If rejection:* File is reviewed for second candidate.
- If a second candidate is identified in request to hire memo, then salary analysis is conducted. Proceed with steps 18 through 23.
 - If a second candidate is **not** identified, hiring department can identify a second candidate and request to hire (proceeding with steps 17 through 24), or request to review and screen second pool of candidates, or request to close the search and proceed with new search.
- _____ 26.) *If applicant accepts:* Human Resources generates an offer letter through appropriate Executive.
- _____ 27.) Human Resources sends rejection letter to unsuccessful candidates, closing the search.
- _____ 28.) All original search materials must be returned to Human Resources for record retention as required by law.

Completing the Hire

- _____ 29.) On or before **first** day of employment, new hire must complete new hire paperwork in the Human Resources Office. Human Resources also arranges a benefits orientation.
- _____ 30.) Human Resources conducts criminal background check.

**Note: In some cases the hiring supervisor will be the search committee chairperson.

Position Unfilled: If position can not be filled using the current pool of applicants there are a couple of choices—

- a. Hiring supervisor requests to review applications in the second pool. These applications were received after the initial ‘to ensure full consideration’ date in the job announcement. Human Resources will approve request. Proceed with normal process.
- b. Hiring supervisor requests to close the current search without a hire, and states if and when the search will be reopened. Human Resources will approve request. HR notifies all candidates that search has been closed.