Recruitment, Assessment and Selection Checklist

Position Title:
Position Number:
Completed by: **Date**:

Note: the order in which tasks are completed may vary based on the vacancy or type of recruitment.

Pre-Recruitment

Develop Position Description, Recruitment Strategy and Marketing Plan

Task	Completed	Responsible Parties
Identify a vacant position		Supervisor and/or Dept Chair
Create new or review and update existing position description • Assess current and future position to address dept/unit goals • Develop job-related duties • Develop minimum requirements • Identify knowledge, skills, and abilities (competencies) • Identify assured consideration date & start date		Hiring Manager, Department Administrator, HR Staff, and IFSS-consultation (if appropriate)
Submit Hire Request Form to Melissa Amos-Landgraf for budget approval, (if funded on 101, 104, 105, 108, 114-119, 126, 131, 176-178, and 402); if a Faculty position, the form should be submitted to both Melissa & Jim Escalante.		Department Administrator
Initiate position description in Job and Employment Management System (JEMS) • JEMS CHRIS • JEMS PVL		Department Administrator or HR Staff
Submit position description for approval		Department Administrator or HR Staff
Determine type of recruitment • Open, Internal, etc. If internal and underutilized, provide justification to central OHR		Supervisor and/or Dept Chair, Department Administrator, and Division HR
Determine strategy for recruiting a diverse applicant pool		Search Chair & Committee
Submit a Recruitment Efforts Plan (REP) via JEMS CHRIS-HR or JEMS PVL (mandatory if position is underutilized)		Department Admin, Search Comm, HR staff, Division HR and/or Jim Escalante for Faculty Searches
Identify advertising and recruitment sources for the job market such as: • Online/Print • Social Media: Twitter, Facebook, LinkedIn • Job/Career Fairs • Professional Networks		Hiring Manager, Hiring Administrator, Search Committee, HR staff, and OHR, IFSS, and OED-consultation
Approve position description		Division HR and OHR

Identify Applicable Mandatory Process

Task	Completed	Responsible Parties
Determine if a mandatory process is required before opening a recruitment (i.e. reemployment after layoff, referral priority, etc.)		OHR and Division HR

Position Posting & Search Committee Formation

Task	Completed	Responsible Parties
Set up vacancy in JobApply		Division HR
Search Committee & Chair • Select chair & committee members • Complete training on "Effective Recruitment and Unbiased Selection Practices" (suggested) • Meet with search committee to develop a recruitment plan that includes all elements of the selection process • Review search committee guidelines • *Also see other resources available for training search and screening committees.*		Supervisor and/or Dept Chair, Department Administrator, and Division HR
Notify Division HR who is on the search committee to be added to the Search Box Folder		Dept Admin or Search Chair

Determine Assessment/Screening Methods

Task	Completed	Responsible Parties
Determine assessment methods such as: • Paper Screening should be based on minimum and preferred requirements and measurable from submitted materials • Phone/Skype Questions need to be set of standard questions to provide a consistent measure for all candidates; follow up questions can be asked		Search Committee & Chair, Division HR can be a resource
Establish criteria and benchmarks • Pre-established • Job related • Nondiscriminatory		Search Committee & Chair, Division HR can be a resource
Develop interview questions and benchmarks such as: • Behavioral-based • Past performance • Technical questions		Search Committee & Chair, Division HR can be a resource

Recruitment
Announce/Attract

Task	Completed	Responsible Parties
Review position and release to employment website. Check for the following: • Type of recruitment • Underutilization o Review of recruitment in JobApply • Assured consideration date, start date		OHR

Advertise vacancy based on advertising and outreach plan		Department Admin/HR Staff or OHR
Collect applicant materials (Electronic Process when using JobApply)		Dept Administrator, HR staff or JobApply
Send letter of acknowledgement to applicants (Electronic process when using JobApply)		Hiring Administrator, HR staff or JobApply

Assessment/Evaluation

Perform Initial Screen of Applicants

Task	Completed	Responsible Parties
Download application materials from JobApply for review; upload to search Box Folder		Division HR
Evaluate minimum qualifications if applicable		Search Chair and/or Search Committee
Evaluate applicant materials based on assessment methods and predetermined criteria and benchmarks		Search Chair and/or Search Committee
Select applicants to move to next phase of the assessment process. Update in JobApply.		Search Committee, Dept Administrator, HR Staff and Division HR
Communicate with applicants regarding status		Department Admin, HR Staff

Interviewing

Task	Completed	Responsible Parties
Phone/Skype Interviews • Have committee review information about bias; including resources such as: Complete training on "Effective Recruitment and Unbiased Selection Practices" • Review types of questions that can be and cannot be asked; and that they have a responsibility to ensure a fair and equitable selection process • Review interview questions and format o Determine interview question sequence, i.e. - Round robin, Specific questions asked by each panel member • Ensure all decision making is measured and objective		Search Committee & Chair, Division HR can be a resource
Post-interview committee meeting • Meet to determine strengths and weakness of candidates and next steps for interviews		Search Committee, Hiring Manager/ Supervisor, Department Admin, HR Staff, Division HR

Interviewing (cont)

Task	Completed	Responsible Parties
On-campus/In-person Interviews (things to consider/set up): • Schedule, who needs to be involved • Format • Questions, benchmarks • Reminders/training for interview panel members, etc. • Location reservations • Interview hosts		Search Chair/Committees, Supervisor, Dept Chair, Dept Admin, HR Staff, etc
Contact Candidates to schedule/arrange interviews		Dept Admin, HR Staff and/or search committee
Collect and Compile evaluation from interviews for search committee review		Dept Admin, HR Staff and/or search committee
Search Committee provides information to Hiring Manager, Dept chair, Supervisor and recommends finalists as requested.		Search Committee, Hiring Manager, Dept Chair/Supervisor
Update candidate status in JobApply • Dept Administrator/HR staff provides the applicant spreadsheet to Division HR staff to update JobApply system		Search Committee, Dept Administrator/HR Staff, Division HR
Communicate with applicants regarding status *(complete once an offer has been accepted)* • Candidates that were in the process through the phone interview can be notified via writing/email • Candidates who were on-campus/in-person should be contacted via phone & email follow up.		Dept Administrator/HR Staff and/or Search Chair/Dept Chair (depending on search & candidate)

Reference Checks

Task	Completed	Responsible Parties
Verify reference list with top candidates and inform them that references will be contacted, which may include current and former supervisors		Hiring Manager/ Supervisor/ Dept Chair
Check references and document responses		Hiring Manager/ Supervisor/ Dept Chair

Selection

Extend Offer and Create Appointment

Task	Completed	Responsible Parties
Identify finalist and determine salary		Hiring Manager/ Supervisor/ Dept Chair,Dept Admin, HR staff (Division HR and/or OHR-consultation)
Extend oral offer to selected candidate; negotiate salary if applicable		Hiring Manager/ Supervisor/Dept Chair

Task	Completed	Responsible Parties
Submit background check for finalist (if applicable)		HR Staff/Dept Admin, Division HR Staff
Confirm acceptance of offer (update in JobApply)		Dept Administrator/ HR Staff, Division HR
Inform Onboarding Coordinator of hiring decision and start date		Dept Administrator/HR Staff
Complete and send appointment letter		Dept Administrator/HR Staff
Communicate with applicants regarding status *(complete once an offer has been accepted)* • Candidates that were in the process through the phone interview can be notified via writing/email • Candidates who were on-campus/in-person should be contacted via phone & email follow up.		Dept Administrator/HR Staff and/or Search Chair/Dept Chair (depending on search & candidate)
Initiate Onboarding Program Activities		Onboarding Coordinator, Dept Admin/HR Staff and Supervisor

Closing the Recruitment/Search

Task	Completed	Responsible Parties
Remove vacancy from posting (University Staff will automatically be removed once the ensured consideration date has passed)		Dept Administrator/HR Staff, Division HR staff, OHR – TRE staff
Save recruitment file based on the record retention schedule		Dept Administrator and/or HR Staff