

**DEPARTMENTAL RECRUITMENT AND SELECTION CHECKLIST**

Department : \_\_\_\_\_

Position Title : \_\_\_\_\_

**Date Completed Action**

- \_\_\_\_\_ Vacancy Occurs
- \_\_\_\_\_ Review job description and update as necessary
- \_\_\_\_\_ Complete and submit an online job posting request form
- \_\_\_\_\_ Establish a Selection Committee for candidate selection
- \_\_\_\_\_ Develop prescreen (i.e., phone screen, Skype) 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 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)
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Complete personnel action form-PAF (RAF or rate sheet) and signing first and next level supervisor
- \_\_\_\_\_ Forward the completed RAF to VP/Office of the Provost, or the completed rate sheet to the Asst VP Finance (they will forward on to the next approval, cc the sender/department)

\*Once the Employment Office receives the PAF, HR will continue hiring process per