

Staff/Administration Recruitment/Hire Check-off Sheet

This "Check-off Sheet" should be completed for each staff or administrative candidates interviewed by the hiring department, and should accompany the candidate's file. All steps must be completed.

Name of Applicant _____

Position and Department _____

Date Completed

Required Activity

To Be Completed By Department Head

Step 1: Send new or updated job description to Human Resources with request that HR advertise position. HR will verify the request with the Budget Officer.

Step 2: After receiving a confirmation email from HR, begin the interviewing of appropriate candidates. Sample interview questions and off-limits questions are available.

Step 3: Check references (both professional/work and personal) for final candidate(s) and complete the Reference Check Verification Form.

Step 4: Contact HR to set up a clerical testing appointment for candidate(s). This is required only for specific positions.

Step 5: Optional interview with candidate and HR Director (if desired by hiring supervisor)

Step 6: Submit completed background check release authorization form to HR for final candidate.

Step 7: Approval of hire secured from HR office prior to an offer of employment based upon clean background check

Step 8: Send completed PSF with all necessary signatures, Check-Off Sheet and Reference Check Verification forms to Human Resources prior to hire's first day.

Step 9: Schedule a time with HR for hire to complete payroll paperwork. This appointment should occur before or on the hire's first day.

To Be Completed By Human Resources

_____ **Step 1:** Receive request to post position and verify with budget officer.

_____ **Step 2:** Position advertised

- University Website
- Other sites such as Chronicle of Higher Education, CCCU, HigherEd Jobs, Newspapers, etc. upon request. HR director must approve these postings.

_____ **Step 3:** Applications/resumes forwarded to hiring supervisor(s) for perusal and consideration.

_____ **Step 4:** Testing of final candidate(s) for specified positions.

_____ **Step 5:** Order background check ordered and notify supervisor once results are received.

_____ **Step 6:** Set up employee orientation before or on the hire's first day.