

# Staff /Administration Recruitment / Hire Check-off Sheet

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

**Name of Applicant** \_\_\_\_\_

**Position/Department** \_\_\_\_\_

Date Completed

Required Activity

***To Be Completed By Department Head***

\_\_\_\_\_ **Step 1:** Check with Budget Officer to verify that funds are in place for vacant or new position.

\_\_\_\_\_ **Step 2:** Provide written verification to the HR office that the position is covered under the department's budget, with signatures from the hiring supervisor and the Vice President over that area.

\_\_\_\_\_ **Step 3:** Send new or updated job description to Human Resources with request that HR advertise position.

\_\_\_\_\_ **Step 4:** Begin the interviewing of appropriate candidates. (Sample interview questions and off-limits questioning attached.)

\_\_\_\_\_ **Step 5:** Check references [both professional (work) and personal] for final candidate(s) and complete the Reference Check Verification Form.

\_\_\_\_\_ **Step 6:** Request candidate to call the HR office for clerical testing - required only for specific positions.

\_\_\_\_\_ **Step 7:** Confirm salary with the HR Director.

\_\_\_\_\_ **Step 8:** Optional interview with candidate and HR Director if desired by hiring supervisor.

\_\_\_\_\_ **Step 9:** Submit completed background check release authorization forms on final candidate.

\_\_\_\_\_ **Step 10:** Approval of hire secured from HR office prior to an offer of employment based upon clean background check and completed PSF with all signatures secured. Check-Off Sheet and Reference Check Verification forms are to accompany the PSF.

***To Be Completed By Human Resources***

\_\_\_\_\_

**Step 1:** Position advertised

- University website
- Local churches
- CCCU website
- Other such as Chronicle of Higher Education, HigherEd Jobs, Newspapers as approved by the HR Director

\_\_\_\_\_

**Step 2:** Applications/resumes forwarded to hiring department for perusal and consideration.

\_\_\_\_\_

**Step 3:** Testing of final candidate(s) for specified positions.

\_\_\_\_\_

**Step 4:** Background check completed.

\_\_\_\_\_

**Step 5:** Process Payroll Status Form

\_\_\_\_\_

**Step 6:** Set up employee orientation on first day of hire or sooner.