



Staff Hiring and Search Checklist

STEP 1: GETTING STARTED

ANTICIPATED COMPLETION DATE: _____

- _____ Contact HR to receive your “Request to Hire” form and Staff Hiring & Search Manual.
- _____ Reviewed the Staff Hiring & Search Manual.

STEP 2: RECRUITMENT

ANTICIPATED COMPLETION DATE: _____

- _____ Considered making changes to the job or organization to meet departmental needs.
- _____ Completed & submitted the “Management Position Questionnaire” or “Job Description” form (Send to HR) *NOTE: Not Applicable for AFSCME employees*
- _____ Completed & submitted the Job Description form and attached the “Request to Hire” form for approval (Send to HR)
- _____ If the vacancy is a newly created position or a temporary position, contacted the Budget Office for approval (*must approve the form prior to sending to HR*).
- _____ Completed & received approval of the “Request to Hire” form (Send to Budget/HR)
- _____ Completed & received approval of the “Recruitment Plan for Diversity” (Send to OSE) *NOTE: Not Applicable for AFSCME employees*
- _____ Created & received approval of the Position Announcement (Posting)/Advertisement (Send to HR)
- _____ Received approval of outside advertisements for position. (Send to HR)

STEP 3: APPLICATION PROCESSING

ANTICIPATED COMPLETION DATE: _____

- _____ Created & received approval of the “Application Screening Instrument”. (Send to OSE)
- _____ After application deadline date, contacted HR to request copies of applications for pick up. *NOTE: For AFSCME or Non-search positions only.*
- _____ Educated my search committee (*when applicable*) on how to use the application screening instrument (Search Committee Chair’s Responsibility)

_____ Informed Search Committee Members to contact HR and schedule a conference room to review applications.

_____ Brought blank screening instruments to HR for your Committee to use.

_____ Committee members reviewed available applications/resumes kept in HR.

STEP 4: INTERVIEWS

ANTICIPATED COMPLETION DATE: _____

_____ Created & received approval of the “Interview Instrument” & Interview Questions. (Send to OSE)

_____ Educated those involved in the interviewing process on the “Do’s & Don’ts” of interviewing candidates & distributed their applications/resumes.

_____ Submitted & received approval of the “Application Qualification Matrix” & the list of applicants you would like to interview (Send to OSE)

_____ Finalized interview schedule, times, & locations. (Send to HR & Search Committee)

_____ Interviewed all candidates approved by OSE, unless candidate declined the interview.

STEP 5: REFERENCE CHECK

ANTICIPATED COMPLETION DATE: _____

_____ Checked all 3 professional references on finalists using the “Candidate Reference Check” form. If applicable, conducted a background check. (Hiring Manager’s Responsibility)

_____ After completion of the search, sent the “Candidate Reference Check” form for the recommended candidate to HR.

STEP 6: SOCIAL EQUITY APPROVAL OF RECOMMENDED CANDIDATE

ANTICIPATED COMPLETION DATE: _____

_____ Submitted & received approval of the “Social Equity Compliance Report Form” & a narrative explaining the rationale for non-selection of *interviewed* candidates. (Send to OSE)

_____ Informed HR before making an offer—discussed w/HR appropriate salary & any other misc. items.

STEP 7: JOB OFFER

ANTICIPATED COMPLETION DATE: _____

_____ Made verbal offer. Candidate accepted the offer. If declined, contacted the Office of Social Equity.

_____ Forwarded the name of the new hire, start date & salary information to HR. HR must send a contract-hire letter & information packet to the new hire. A copy of the letter is also sent to the hiring manager. (Send to HR)

_____ After a verbal acceptance of the position, sent regret letters to those interviewed (Hiring Manager's Responsibility)

_____ Gave HR a list of those candidates interviewed and requested a letter to be sent to ALL applicants you did NOT interview.

STEP 8: ESTABLISH MINIMUM STAFF RECORD

ANTICIPATED COMPLETION DATE: _____

_____ Contacted HR Employment Manager prior to the employee's start date to schedule an appointment for your new hire. Employees receiving benefits must meet with the HR Benefit Manager.

_____ Hiring Manager encouraged the new employee to submit hiring paperwork prior to start date. Employees must complete the hiring paperwork; such as, W-4, I-9, and Social Security Verification prior to being entered into the Payroll or M204/People Soft systems. Without the M204 input, new employees cannot gain access to the e-mail system. In most cases, employees will receive the hiring paperwork prior to start date.

_____ Once entered onto the system, the new employee contacted John Jordan (x3536) for an e-mail account.

_____ To ensure my new hire's smooth transition to WCU, I read and communicated the information found on the "Orientation Checklist". (Go on-line at www.wcupa.edu/hr/training or contact the HR-Office of Organizational Development for more information—x0476)

_____ As the hiring manager, I encouraged my new hire to attend the New Employee Welcome tentatively scheduled the first Thursday of every month. (Contact the HR-Office of Organizational Development to register—x0476 or on-line at www.wcupa.edu/hr/training)