



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. For example, if a Recruitment Efforts Plan is required, it must be completed before submitting the position to OHR for approval.

Pre-Recruitment

Develop Position Description

Task	Completed	Responsible Parties
Identify a vacant position	<input type="checkbox"/>	Hiring Supervisor
Create new or review and update existing position description. <ul style="list-style-type: none"> • Assess current and future position to address unit goals. • Develop job-related duties. • Develop minimum requirements. • Identify knowledge, skills, and abilities (competencies). 	<input type="checkbox"/>	Hiring Supervisor

Develop Recruitment Strategy and Advertising Plan

Task	Completed	Responsible Parties
Determine the type of recruitment: <ul style="list-style-type: none"> • Standard • Internal • Centralized 	<input type="checkbox"/>	Hiring Supervisor and FP&M Recruiter
If internal and underutilized, provide justification to central OHR.	<input type="checkbox"/>	FP&M Recruiter
Determine strategy for recruiting a diverse applicant pool.	<input type="checkbox"/>	Hiring Supervisor and FP&M Recruiter
Identify advertising and recruitment sources for the job market such as: <ul style="list-style-type: none"> • Print • Radio • Social Media (e.g. LinkedIn, Facebook) • Job/Career Fairs 	<input type="checkbox"/>	Hiring Supervisor and FP&M Recruiter
Create concise, clear, and accurate recruitment ads. <ul style="list-style-type: none"> • What is the job? • Who is the ideal candidate? • What competencies are needed? • What experience is required? • What other information is required? • How can I make the position stand out? • How can I make the job look attractive? 	<input type="checkbox"/>	Hiring Supervisor and FP&M Recruiter

Determine Assessment Methods

Task	Completed	Responsible Parties
Determine assessment methods such as: <ul style="list-style-type: none"> • Minimum qualifications • Work History • Résumé screen • Presentations • Simulations • Interviews • Reference checks 	<input type="checkbox"/>	Hiring Supervisor
Select search committee members if applicable. <ul style="list-style-type: none"> • Select chair. • Complete training on “Effective Recruitment and Unbiased Selection Practices.” • Meet with search committee to develop a recruitment plan that includes all elements of the selection process. • Review search committee guidelines. 	<input type="checkbox"/>	Hiring Supervisor and FP&M Recruiter
Establish criteria and benchmarks: <ul style="list-style-type: none"> • Pre-established • Job related • Nondiscriminatory 	<input type="checkbox"/>	Hiring Supervisor
Develop interview questions and benchmarks such as: <ul style="list-style-type: none"> • Behavioral-based • Past performance • Technical questions 	<input type="checkbox"/>	Hiring Supervisor

Recruitment

Announce/Attract

Task	Completed	Responsible Parties
Initiate position description in Job and Employment Management System (JEMS). <ul style="list-style-type: none"> • JEMS CHRIS-HR. • JEMS PVL. • Identify ensured consideration date. • Determine if Applicant Tracking System (ATS) will be used (note: ATS is required for university staff vacancies). 	<input type="checkbox"/>	FP&M Recruiter
Submit a Recruitment Efforts Plan (REP) via JEMS CHRIS-HR or JEMS PVL (mandatory if position is underutilized).	<input type="checkbox"/>	FP&M Recruiter
Setup vacancy in ATS. <ul style="list-style-type: none"> • Select PD/PVL number. • Determine documents to download and/or work history. • Determine if references required at the time of application. • Determine specific application instructions. • Submit the ATS listing. 	<input type="checkbox"/>	FP&M Recruiter
Advertise vacancy based on advertising and outreach plan.	<input type="checkbox"/>	FP&M Recruiter
Collect applicant materials (Electronic Process if using ATS).	<input type="checkbox"/>	FP&M Recruiter

Assessment/Evaluation

Perform Initial Screen of Applicants

Task	Completed	Responsible Parties
Download Application documents for review.	<input type="checkbox"/>	FP&M Recruiter
Evaluate minimum qualifications if applicable.	<input type="checkbox"/>	Hiring Supervisor, and FP&M Recruiter
Evaluate applicant materials based on assessment methods and predetermined criteria and benchmarks.	<input type="checkbox"/>	Hiring Supervisor, Applicant Screening Committee, Search & Screen Committee, and/or FP&M Recruiter
Select applicants to move to next phase of the assessment process (update in ATS if applicable).	<input type="checkbox"/>	Hiring Supervisor, Applicant Screening Committee, Search & Screen Committee, and/or FP&M Recruiter
Communicate with applicants regarding status.	<input type="checkbox"/>	FP&M Recruiter

Interview

Task	Completed	Responsible Parties
Determine the interview format: <ul style="list-style-type: none"> • Phone • Video • In person 	<input type="checkbox"/>	Hiring Supervisor, Applicant Screening Committee, Search & Screen Committee, and/or FP&M Recruiter
Meet with interview panel(s) if applicable. <ul style="list-style-type: none"> • Review questions and benchmarks. • Discuss interview format: <ul style="list-style-type: none"> ▪ Number of rounds ▪ Number of interview panels ▪ Phone ▪ Video ▪ In person • Determine interview question sequence: <ul style="list-style-type: none"> ▪ Round robin ▪ Specific questions asked by each panel member • Remind panel members that they must ensure a fair and equitable practice throughout the selection process. • Ensure all decision making is measured and objective. 	<input type="checkbox"/>	Hiring Supervisor, Applicant Screening Committee, Search & Screen Committee, and/or FP&M Recruiter
Determine the interview location.	<input type="checkbox"/>	Hiring Supervisor
Schedule interviews.	<input type="checkbox"/>	FP&M Recruiter, or HR Staff
Complete evaluation and take action after the interview. <ul style="list-style-type: none"> • Evaluate interviews and benchmarks. • Recommend finalists (update in ATS if applicable). 	<input type="checkbox"/>	Hiring Supervisor, Search Committee, and/or FP&M Recruiter
Communicate with applicants regarding status.	<input type="checkbox"/>	FP&M Recruiter

Reference Check

Task	Completed	Responsible Parties
Check references and document responses.	<input type="checkbox"/>	Hiring Supervisor

Selection

Extend Offer and Create Appointment

Task	Completed	Responsible Parties
Determine salary <ul style="list-style-type: none">Get salary approval from the Director.Get salary approval from the Deputy AVC and/or AVC.	<input type="checkbox"/>	Hiring Supervisor, and FP&M Recruiter
Extend oral offer to selected candidate.	<input type="checkbox"/>	Hiring Supervisor
Negotiate salary if applicable. <ul style="list-style-type: none">Get salary approval from the Director.Get salary approval from the Deputy AVC and/or AVC.	<input type="checkbox"/>	Hiring Supervisor, and FP&M Recruiter
Complete background checks including criminal background check (CBC) on selected candidate if applicable.	<input type="checkbox"/>	FP&M Recruiter or HR Staff
Confirm acceptance of offer <ul style="list-style-type: none">Inform FPM Recruiter of start date and typical work schedule	<input type="checkbox"/>	Hiring Supervisor
Inform Onboarding Coordinator of hiring decision and start date.	<input type="checkbox"/>	FP&M Recruiter
Complete and send the appointment letter.	<input type="checkbox"/>	FP&M Recruiter
Communicate with unsuccessful applicants to inform them that they have not been selected.	<input type="checkbox"/>	FP&M Recruiter or HR Staff
Initiate Onboarding Program activities.	<input type="checkbox"/>	Onboarding Coordinator and Supervisor