**Quick Checklist**

**Hiring Guidelines for Hourly Staff (Temporary) Positions Procedure**

[ ]  A [Blue Team Form](https://exsforms3.bartonccc.edu/hr/blueteam/blue_team.htm) has been submitted for the departing employee (if applicable).

[ ]  An e-mail has been sent up the chain-of-command through the appropriate position directly reporting to the President to request approval to refill the position.

[ ]  The job description for the position has been reviewed. If updates were made, the updated job description has been sent to HR for final review and approval.

[ ]  An application packet for the position has been created in consultation with HR.

[ ]  A job advertisement has been created in consultation with HR.

[ ]  A search committee has been chosen consisting of the Search Committee Chair (the appropriate supervisor or his/her designee) and one or more other individuals.

[ ]  The search committee has reviewed the following documents on the HR web page:

[ ]  [Ethics and Confidentiality](http://docs.bartonccc.edu/humres/HRHiring/ethicsandconfid.pdf);

[ ]  [Checklist for Reviewing Resumes or Application Forms](http://docs.bartonccc.edu/humres/HRHiring/checklistresumesapps.pdf);

[ ]  [Interview Do’s and Don’ts](http://docs.bartonccc.edu/humres/HRHiring/dosdonts.pdf);

[ ]  [Acceptable and Unacceptable Phrasing of Interview Questions](http://docs.bartonccc.edu/humres/HRHiring/phrasingquestions.pdf);

[ ]  [When Interviewing Persons with Disabilities](http://docs.bartonccc.edu/humres/HRHiring/personswithdisabilities.pdf); and

[ ]  [Final Interview Reminders](http://docs.bartonccc.edu/humres/HRHiring/fininterviewremind.pdf).

[ ]  Interview questions have been created and have been approved by the Assistant Director of HR or his/her designee. A selection of interview questions are located on the [HR web page](http://internal.bartonccc.edu/humres/hiring.html).

[ ]  A candidate evaluation form has been chosen from the [HR web page](http://internal.bartonccc.edu/humres/hiring.html)—can be combined with interview questions to save time by using the combined interview question-candidate evaluation format.

[ ]  Candidate interviews have been scheduled.

[ ]  Interview notes have been taken during each candidate’s interview by all search committee members present.

[ ]  Benefit information has been shared during each candidate’s interview.

[ ]  Each candidate’s strengths and weaknesses have been captured using one of the candidate evaluation forms (or combined form if selected) located on the [HR web page](http://internal.bartonccc.edu/humres/hiring.html).

[ ]  If a candidate is selected to recommend for hire, the candidate’s references have been checked using one of the reference checking forms on the [HR web page](http://internal.bartonccc.edu/humres/hiring.html).

[ ]  HR has been contacted to run a Motor Vehicle Report (when candidate will be driving for college business) or a background check (if needed).

[ ]  A [Personnel Action Form](https://exsforms3.bartonccc.edu/hr/paf_reg.htm) has been submitted to obtain chain-of-command hiring approval. Once approval has been granted, an offer of employment may be made to the candidate.

[ ]  A [Blue Team Form](https://exsforms3.bartonccc.edu/hr/blueteam/blue_team.htm) has been submitted if the candidate accepted the offer.

[ ]  All candidate information has been routed back to HR in the applicant tracking system, including a detailed reason for each of those who were not selected for interview and/or hire.

[ ]  All interview notes, candidate evaluations, reference forms or information presented by candidates during their interviews have been sent to HR.

[ ]  A [Human Resources Information Form](http://docs.bartonccc.edu/humres/HRPayroll/hrinfoform.doc) has been created.

[ ]  The candidate was asked to complete an electronic [Personal Data Sheet](https://exsforms3.bartonccc.edu/hr/pds.htm).

[ ]  A HR new employee orientation session has been scheduled with HR.

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