**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.

4/3/17; 10/8/20 (minor revision)