Quick Checklist

Hiring Guidelines for Regular (Non-temporary) Faculty and Staff Procedure

☐ A letter of resignation, job transfer acknowledgement letter or college-initiated letter is on file in HR.

☐ A Blue Team Form has been submitted for the departing employee.

☐ A salary or hourly rate for the position has been obtained from HR.

☐ An e-mail has been sent up the chain-of-command through the President or his/her designee 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 two or more other individuals, including the Assistant Director of HR or his/her designee. The appropriate supervisor or his/her designee will serve as the search committee chair.

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

- ☐ Ethics and Confidentiality;
- ☐ Checklist for Reviewing Resumes or Application Forms;
- ☐ Interview Do's and Don'ts;
- ☐ Acceptable and Unacceptable Phrasing of Interview Questions;
- ☐ When Interviewing Persons with Disabilities; and
- ☐ Final Interview Reminders.

☐ 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.

☐ A candidate evaluation form has been chosen from the HR web page—can be combined with interview questions to save time by using the combined interview question-candidate evaluation format.

☐ The Faculty Credential Form has been completed with the appropriate approval(s) if it's a faculty position.

☐ 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 by the HR representative 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.

☐ 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.

☐ HR has been contacted to run a criminal background and a motor vehicle report (if applicable) on the selected candidate.

☐ HR has been contacted to check on the candidate's KPERS status.

   ☐ If the candidate is a KPERS retiree, the salaried/hourly rate offered to the candidate has been reduced by the KPERS Working After Retirement percentage.

☐ A Personnel Action Form has been submitted to obtain chain-of-command hiring approval.

☐ A tentative offer of employment has been made to the candidate contingent on board approval.

☐ If the candidate is a Barton employee working in a regular (non-temporary) position somewhere else at Barton, he or she has submitted a job transfer acknowledgement letter to HR.

☐ A Blue Team Form has been submitted for the candidate.

☐ 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 his/her interviews along with the Faculty Credential Form (if applicable) have been sent to HR.

☐ A contract or other payment form (Human Resources Information Form) have been created.

☐ The candidate was asked to complete an electronic Personal Data Sheet.

☐ A HR new employee orientation session has been scheduled with HR.