

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.