

Quick Checklist

Hiring Guidelines for Hourly Staff (Temporary) Positions Procedure

- ☐ A [Blue Team Form](#) 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](#);
 - ☐ [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.
- ☐ 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](#).

- ☐ 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 Motor Vehicle Report (when candidate will be driving for college business) or a background check (if needed).
- ☐ A [Personnel Action Form](#) 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](#) 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](#) has been created.
- ☐ The candidate was asked to complete an electronic [Personal Data Sheet](#).
- ☐ A HR new employee orientation session has been scheduled with HR.

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