

Staff Hiring Checklist

- Job Posting Number and Job Title _____
- Position ID number _____
- Date Posted and Date Closed _____
- Pay Range Approved _____
- Hiring Manager _____
- Applicant Hired _____
- Offer Date _____

NOTES: The minimum posting period is 5 business days for both campus-wide and external jobs.
No hiring decision should be made within the minimum posting period or while the position is advertised.
HR recommends a job to be closed once the department has identified a list of finalists.
All applicants who had applied before the job closed must be reviewed.

- Request External Advertising** (optional)
 - Contact the Employment Services office before posting
- Review Applicants**
 - [Applicant Statuses](#)
- Submit Interview Questions for Review**
 - [Sample Interview Questions](#)
- Submit All Selection Tools for Review** (i.e. rating scales, presentation assignments)
- Conduct Interviews**
 - Keep notes from all interviews (including name of applicant, name of interviewer, interview date)
 - [Interview Guidelines](#)
- Submit Reference Check Questions for Review**
 - Keep notes from all references contacted
- Conduct Reference Check**
 - [Sample Reference Check Form](#)
 - Keep notes from all reference checks (including name of applicant, name of reference, interview date)
- Submit Criminal Background Check** (CBC)
 - [CBC Form](#)
- Send Employment Offer**
 - [Employment Offer Template](#) – A&P position
 - [Employment Offer Template](#) – Classified position
- Send Regret Letters**
 - Regret emails are sent online through the HRMS system
- Complete and Approve the Online Recruiting Summary**
 - [Help Document](#) on completing the online recruiting summary
- Create Define Appointment**
 - Enter the position ID in the appointment in DEFINE
- Submit Interview Questions and Answers, Reference Checks Notes, and all other Selection Tools**
 - For all applicants interviewed (phone, email, in person)
 - For all references contacted