

## Abbreviated Checklist for ADMINISTRATIVE Recruitments

Refer to Screening/Hiring Committee Chair Responsibilities Checklist for Detailed Process Version

STEP	PROCESS FLOW: <i>(PA=PeopleAdmin)</i>	RESPONSIBLE PARTY
1	Review <b>Job Description (JD)</b> and make applicable changes (JDs are available on N:\Group Folders\Job Descriptions)	Supervisor / VP
2	Submit JD to HR create posting in PeopleAdmin.	Supervisor (Cmt Chair)
3	<b>Create a Posting/Recruitment in PeopleAdmin (PA)</b> online recruitment software. Use “create from Template” option	Committee Chair
4	<b>Appropriate VP</b> approves PA posting record when notified by PA email. (HR may pick up this step as appropriate)	VP or equivalent or HR
5	<b>AA/EEO</b> Office approves posting/committee	AA/EEO officer
6	<b>HR completes the posting</b> to the website (Salary & JD) and posts jobs to other job boards as applicable	Human Resources
7	Committee Chair & VP notified via system when job is posted by HR	PeopleAdmin / HR
8	Communication to the committee regarding the recruitment timeline, requirements, PeopleAdmin Guest User Account, and requirements matrix.	Human Resources
9	<b>Committee Pre-Screening meeting</b> is convened by the Committee Chair to discuss requirements and applicant review procedures prior to reviewing any applications AND receive <b>training from HR</b> . <i>Reserve MEDIA ROOM</i>	Chair schedules; <b>HR must be present</b>
10	Applicants apply up until the deadline date: Committees should wait until closure to review applications unless otherwise instructed by the Committee Chair.	Waiting Period-no action
11	<b>HR screens applications</b> after closure date for minimum qualifications and veteran eligibility	Human Resources
12	<b>Review applications</b> after position closure (HR will provide the traditional matrix with final applicants at this point).	Committee Reviews
13	Committee Chair convenes <b>meeting to determine finalists</b> for interviews and date/times/agenda/demonstration topic for interviews. <i>Reserve MEDIA ROOM</i>	Committee Chair
14	<b>Identify interviewees and alternates</b> in PeopleAdmin	Chair updates PeopleAdmin
15	<b>Enter Interview Details</b> information into PeopleAdmin regarding interview & presentation dates/times/topic & any other special agenda items	Committee Chair
16	<b>Update the posting status</b> to “Committee Review Complete” to forward onto AA/EEO for review	Committee Chair
17	<b>AA/EEO reviews candidates</b> selected against pool	AA/EEO & VPI
18	<b>HR contacts candidates</b> to arrange interviews (includes information regarding presentations, resources, process, agenda)	Human Resources

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19	<b>Chair prepares candidates bios</b> for Commlines announcement regarding presentations; submit electronic copy to HR for posting to Commlines.	Committee Chair
20	Commlines Announcement posted for candidate presentations	Human Resources
21	<b>Interviews Conducted</b> per agenda	Committee
22	<b>Complete reference checks</b> for finalist(s)	Committee
23	<b>Update finalist to “Recommended for hire”</b> in PA to trigger background check	Committee Chair
24	Process a <b>criminal history check</b> on the finalist	Human Resources
25	<b>Create a Hiring Proposal</b> record in PeopleAdmin to have finalist approved by HR	Committee Chair
26	<b>HR notified of Hiring Proposal to approve and set salary</b>	HR & Committee Chair
27	Prepare short <b>narrative to justify candidate hire</b>	Committee Chair
28	<b>Employment offer</b> made	Committee Chair
29	<b>HR notified of candidate’s acceptance</b>	Committee Chair
30	<b>Return matrices</b> to front office for the recruitment file	Committee Chair
31	<b>HR Closes</b> out the recruitment notifying all other candidates that the position has been filed.	HR
32	Pre Board Letter & Board Resolution Prepared	Human Resources