

Abbreviated Checklist for CLASSIFIED Recruitments

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

STEP	PROCESS FLOW: <i>(PA=PeopleAdmin)</i>	RESPONSIBLE PARTY
1	Review Job Description (JD) 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	Create a Posting/Recruitment in PeopleAdmin (PA) online recruitment software. Use “create from Template” option	Committee Chair
4	Appropriate VP approves PA posting record when notified by PA email. (HR may pick up this step as appropriate)	VP or equivalent or HR
5	AA/EEO Office approves posting/committee	AA/EEO officer
6	HR completes the posting 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	Committee Pre-Screening meeting is convened by the Committee Chair to discuss requirements and applicant review procedures prior to reviewing any applications AND receive training from HR . <i>Reserve MEDIA ROOM</i>	Chair schedules; HR must be present
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	HR screens applications after closure date for minimum qualifications and veteran eligibility	Human Resources
12	Review applications after position closure (HR will provide the traditional matrix with final applicants at this point).	Committee Reviews
13	Committee Chair convenes meeting to determine finalists for interviews and date/times/agenda/demonstration topic for interviews. <i>Reserve MEDIA ROOM</i>	Committee Chair
14	Identify interviewees and alternates in PeopleAdmin	Chair updates PeopleAdmin
15	Enter Interview Details information into PeopleAdmin regarding interview & presentation dates/times/topic & any other special agenda items	Committee Chair
16	Update the posting status to “Committee Review Complete” to forward onto AA/EEO for review	Committee Chair
17	AA/EEO reviews candidates selected against pool	AA/EEO & VPI
18	HR contacts candidates to arrange interviews	Human Resources

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19	Interviews Conducted	Committee
20	Complete reference checks for finalist(s)	Committee
21	Update finalist to “Recommended for hire” in PA to trigger background check	Committee Chair
22	Process a criminal history check on the finalist	Human Resources
23	Create a Hiring Proposal record in PeopleAdmin to have finalist approved by HR	Committee Chair
24	HR notified of Hiring Proposal to approve and set salary	HR & Committee Chair
25	Prepare short narrative to justify candidate hire	Committee Chair
26	Employment offer made	Committee Chair
27	HR notified of candidate’s acceptance	Committee Chair
28	Return matrices to front office for the recruitment file	Committee Chair
29	HR Closes out the recruitment notifying all other candidates that the position has been filed.	Human Resources
30	Welcome/Employment letter prepared/mailed	Human Resources