**Recruitment and Hiring Checklist**

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For more detailed information on each step, please see our** [Staff Hiring Tool Kit](https://www.pugetsound.edu/human-resources/hiring-information/staff-hiring-toolkit)

**Requesting and Opening a Search**

* Utilize recruiting tools to prepare for the search:
  + Complete [Employee Value Proposition Questionnaire](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.pugetsound.edu%2Fsites%2Fdefault%2Ffiles%2F2023-01%2F2023%2520Employee%2520Value%2520Proposition%2520Questionnaire.docx&wdOrigin=BROWSELINK) (optional)
  + Review information about [recruiting a diverse candidate pool](https://www.pugetsound.edu/recruiting-diverse-candidate-pool)
  + Review [Search Committee Guidelines](https://www.pugetsound.edu/sites/default/files/2024-08/Search%20Commitee%20Guidelines%208%3A21%3A24.pdf)
* Review & update job description (if necessary)
  + [Job Description Template](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.pugetsound.edu%2Fsites%2Fdefault%2Ffiles%2F2023-01%2FSTAFF%2520Job%2520Description%2520Template_2023.docx&wdOrigin=BROWSELINK)
* Submit a request to post the position through Human Resources. They will ensure all necessary information has been received and move forward with the job posting.
* Review the Recruitment Kick-Off information sent via email by Human Resources to:
  + Ensure everything looks correct
  + Determine advertising locations
  + Provide/review search committee information

**Selecting Interviewees**

* Review applications in the [Hiring Portal](https://www.pugetsound.edu/sites/default/files/2023-10/Accessing%20the%20Hiring%20Portal.pdf)
  + [How to Evaluate Resumes and Applications](https://www.pugetsound.edu/sites/default/files/2024-01/How%20to%20Evaluate%20Resumes%20and%20Applications.doc)
  + [Resume Screening Worksheet (optional)](https://www.pugetsound.edu/sites/default/files/2024-01/Resume%20Screening%20Worksheet.docx)
  + [How to use Criteria Matrix (optional)](https://www.pugetsound.edu/sites/default/files/2023-03/Hiring%20Tool%20Kit%20-%20How%20to%20Use%20CriteriaMatrix.docx)
    - [Criteria Matrix](https://www.pugetsound.edu/sites/default/files/2023-03/Hiring%20Tool%20Kit%20-%20Criteria%20Matrix_0.docx)
    - [Sample Candidate Screening Matrix](https://www.pugetsound.edu/sites/default/files/2023-03/Hiring%20Tool%20Kit%20-%20Sample%20Candidate%20Screening%20Matrix_0.docx)
    - [Sample Multiple Candidate Screening Matrix](https://www.pugetsound.edu/sites/default/files/2023-03/Hiring%20Tool%20Kit%20-%20Sample%20Multiple%20Candidate%20Screening%20Summary_0.docx)
* Once you have identified a short list of candidates, please contact Human Resources to conduct a minimum qualifications check.
* Conduct phone interviews
* Determine who will be invited to campus for interviews
* Provide Human Resources with the names of candidates you spoke with over the phone and would like to bring to campus.

**Conducting On-campus Interviews**

* Review [Points of Consideration for Interviewing Candidates](https://www.pugetsound.edu/sites/default/files/2023-10/Points%20of%20Consideration%20for%20Interviewing%20Candidates.docx)
* Determine [interview questions](https://www.pugetsound.edu/sites/default/files/2022-11/sample-interview-questions_201501.pdf) (all questions should be the same for each candidate to ensure an equitable hiring process)
* Plan for the visit
* Invite candidates to campus
* Send an email to each candidate before the visit outlining important information, such as interview location, time, attendees, dress code, parking, etc.
* Conduct interviews (To ensure an equitable hiring process, each interview should consist of the same search committee members and be conducted
* [Evaluate interviewees](https://www.pugetsound.edu/sites/default/files/2022-11/5418_interview-evaluation-form_2014.pdf)

**Extending an Offer to a Finalist**

* Select finalist candidate(s)
* Complete reference checks on finalist(s) using the [reference check form.](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.pugetsound.edu%2Fsites%2Fdefault%2Ffiles%2F2023-08%2FOriginal%2520Copy%25202023%2520Reference%2520Check.docx&wdOrigin=BROWSELINK) (Please download the document to fill in the answer blanks)
* Send reference checks to Human Resources
* Request salary offer determination from Human Resources
* Once salary information is confirmed, make verbal contingent offer of employment to the candidate
* Alert Human Resources of the candidate’s acceptance, and HR will prepare an offer letter for review.
* Human Resources will send the final offer letter for official signatures.

**Closing a search**

* Contact all unsuccessful candidates who were phone interviewed and/or interviewed on-campus
* [Interviewed, Not Chosen for Hire](https://www.pugetsound.edu/sites/default/files/2023-05/2023%20-%20Regrets%20Letter-%20Interviewed%2C%20Not%20Chosen%20for%20Hire.docx)
* [Interviewed, No Candidate Chosen for Hire](https://www.pugetsound.edu/sites/default/files/2023-05/2023%20-%20Regrets%20Letter-%20Interviewed%2C%20Position%20Closed%2C%20No%20Candidate%20Chosen.docx)
* If you have not done so already, send Human Resources the list of candidates you have already contacted. They will contact the remaining applicants.
* Prepare for new hire
* [Department Checklist for New Staff Members (PDF)](https://www.pugetsound.edu/sites/default/files/2024-07/Dept.%20Checklist%20for%20New%20Staff%20Members%20Rev%202.10.23.pdf)
* [New Faculty/Staff Information](https://www.pugetsound.edu/human-resources/information-new-faculty-staff-members)
* [Moving Expense Reimbursement Form (if applicable)](https://www.pugetsound.edu/sites/default/files/2023-12/2024%20Moving%20expense%20form%20Fillable.pdf)
* [Performance review forms for the six-month initial evaluation period](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.pugetsound.edu%2Fsites%2Fdefault%2Ffiles%2F2022-11%2Ffinal_2021-staff-performance-review-program.docx&wdOrigin=BROWSELINK)