

II. Hiring Supervisor Responsibilities - Checklist

The following checklist outlines the responsibilities of the hiring supervisor or search committee in filling a vacancy.

✓	Task
_____ 1	Job Description <ul style="list-style-type: none">➤ Review the current job description, and make any necessary additions or revisions. Be sure to evaluate the position and its requirements and not the individual previously or currently in the position
_____ 2	Request to Fill a Vacancy <ul style="list-style-type: none">➤ Complete Request to Fill a Vacancy paperwork➤ Attach the revised job description➤ Obtain approval signature from area VP/Provost➤ Forward to Human Resources for approval
_____ 3	Search Plan <ul style="list-style-type: none">➤ Identify recruitment sources➤ Establish evaluation criteria to be used during the interview process➤ Realistically establish the time frames for completing the recruitment process➤ Appoint interview team or search committee➤ Forward Search Plan paperwork to Human Resources
_____ 4	Review applications/resumes
_____ 5	Telephone Screening <ul style="list-style-type: none">➤ Develop prescreening questions➤ Gather the same information for each candidate➤ A sample Telephone Screening form is located in the "Forms" section of this guide.➤ Evaluate the results of the telephone screening and determine which candidates to invite to campus for a formal interview➤ Forward telephone screening documentation and identify those candidates who will be invited for a formal interview

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Schedule and conduct on-campus interviews

- _____ 6
- Give every candidate a copy of the job description and a copy of the HR summary of benefits brochure
 - Ask every candidate to sign the release form so that HR can conduct a background check
 - Using the previously established evaluation criteria, evaluate each candidate immediately after the interview. Evaluation forms are to be submitted to Human Resources with the Request to Hire paperwork
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Conduct Reference checks

- _____ 7
- Contact at least three references for each of your final candidates
 - Complete a reference checking form for each reference contacted
 - Submit reference check forms with Request to Hire paperwork
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Background Checks

- _____ 8
- Submit release forms to HR and request background check on preferred candidate
 - Allow 72 hours to complete the background check
 - HR will contact the Hiring Supervisor with the results
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Request to Hire

- _____ 9
- Complete Request to Hire paperwork
 - Attach evaluation forms and reference checks
 - Obtain VP/Provost approval of selection
 - Forward to HR for approval
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Making the Offer

- _____ 10
- A verbal offer can be made *once the selection and salary has been approved by the area VP/Provost and the Director of Human Resources*
 - A formal appointment letter will be processed in Human Resources and sent to the selected candidate via U.S. mail
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Notification to Candidates

- 11
 - Send written notification to candidates who were interviewed but not selected
 - See sample letter in the "Forms" section of this guide.
 - Forward a copy of the letters to HR
 - HR will send letters to applicants who were not interviewed
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New Employee Orientation

- 12
 - Review the New Staff Orientation Guide
 - Plan department orientation and training
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