

# CIVIL SERVICE RECRUITMENT & HIRING CHECKLIST

To be used in conjunction with the Civil Service workflow

## RECRUITMENT SPECIALIST:

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This checklist has been prepared to assist the **Department Head/Chair**, the **Appointing Authority**, and the **Vice President** in tracking activities of the civil service recruitment and hiring process. The list is in chronological order and will assist you in managing the subsequent search process steps.

Please refer to the more comprehensive information available in the Recruitment Cycle portion of the Human Resources web page (<http://www.cwu.edu/~hr/search/index.html>).

### 1. INITIATE THE HIRING PROCESS

- Contact your HR Representative to discuss new or vacant position; submit draft position description (<http://www.cwu.edu/~hr/forms/cspdwksht.doc>)
- Request PeopleAdmin user account if you do not already have an account
- Enter position description into PeopleAdmin (be sure you are logged in as "Hiring Department" to properly initiate the process).
  - Include recruitment information and ad sources on-line
  - Send position description to Human Resources on-line

### 2. POST THE JOB

- HR Recruitment Specialists will work with you to develop the announcement including:
  - On-line screening questions (if applicable)
  - Screening date
  - Required application materials
  - Skills testing
- After the announcement is posted you may place your ads
  - HR will send you an e-mail with guest user log-in to share with other department/committee members who are assisting with the applicant screening

### 3. SCREENING

- Develop and submit screening documents to HR Recruiting Specialist for approval
- Develop and submit interview and reference check questions to HR Recruiting Specialist for approval
- Screen on-line applications to determine most qualified applicants

- In conjunction with **Appointing Authority, Vice President**, and/or OEO, HR will review the applicant pool to assess diversity of applicant pool and determine if additional recruiting efforts may be warranted
  - HR sends an e-mail to **Department Head/Chair, Appointing Authority, and Vice President** providing demographics of applicant pool
- Determine which candidates will be invited for interview
- If you intend to pay interview expenses, please confirm eligibility (<http://www.ofm.wa.gov/policy/70.20.html>) and contact the Purchasing Office prior to making any agreement with the interviewee.
- If you intend to pay relocation costs, you must contact the Purchasing Office prior to making any agreement with the new employee. (See information at: <http://www.cwu.edu/~hr/search/moving.html>)
- Update the applicant pool:
  - The “Not Hired” status has two options; one will cause a system generated e-mail to be sent to the applicant and the other will not
    - Not hired – civil service e-mail: used after applicant has been screened; will send an e-mail notification to tell applicant they are no longer being considered. May be useful for applicants who don’t meet required qualifications. This status is not recommended for applicants who pass through the screening process. **DO NOT** use for applicants who were interviewed or for internal applicants
    - Not hired – civil service no e-mail: used after applicant has been screened; will not send notification to applicant
      - Changing an applicant’s status to “Not Hired” requires appropriate rationale to be updated along with status
  - Other applicable statuses are indicated below and typically follow in the order listed:
    - References being checked: self explanatory
    - Selected for campus interview: used after screening has been completed to identify interviewees. Interviews can take place before or after references have been checked. It is important for our reports to be able to see who was interviewed for a position. You may wait to update this status until interviews are scheduled
    - Finalist: used after screening and interviews are complete; identifies the finalist you want to send forward to hire
    - Candidate accepted offer - used after offer is accepted  
**NOTE**: Changing an applicant’s status to “Finalist” does NOT automatically send the candidate forward for approval. After the applicants’ status updates are finished and a finalist is identified, the finalist is forwarded to the **Department Head/Chair** for approval.

#### 4. INTERVIEWS

- Conduct interviews
- Schedule skills testing with HR Recruiting Specialist, if applicable
- Have each external interviewee complete background check form and have interviewee deliver to HR. (You may choose to ask only your finalist to complete the background check)
- Conduct reference checks, if they have not already been done

## 5. OFFER

- Confirm background check results with HR Recruiting Specialist before making a formal offer
- Discuss finalist and salary with HR Recruiting Specialist before sending finalist to **Department Head/Chair**.
- Offer position to candidate
  - If offer is accepted, update PeopleAdmin to “Candidate Accepted Offer – Send to HR”
  - If offer is declined work with HR Recruiting Specialist to identify another finalist from the applicant pool
- Notify remaining candidates if not selected by letter, e-mail, or phone call (a telephone call is recommended for candidates who were interviewed)
- Confirm start date with HR
- HR prepares hire letter and sends to **Appointing Authority** to distribute as appropriate
- Prepare for employee’s arrival (PAF, arrange for keys and computer, etc...)
- Collect search file materials and send to Human Resources for records retention. Visit <http://www.cwu.edu/~hr/search/searchfiles.pdf> for a comprehensive list of documentation to include in the file. (see [records retention](#) requirements for more information)