

# Recruitment & Hiring Checklist

<b>Initiating the Hiring Process</b>		<b>Who</b>
<input type="checkbox"/>	Submit a request to Fill Vacancy/New Position to Appointing Authority via email	Hiring Manager
<input type="checkbox"/>	Write/Update <a href="#">Position Description</a> and email to <a href="#">HR Partner</a> for review	Hiring Manager
<input type="checkbox"/>	When “PD Finalized” email is received from HR Partner, submit Manager Self Service (MSS) action via <a href="#">MyCWU</a> to ‘Request a New Position’ or ‘Request Position Change’. Refer to: <a href="#">Recruiting Solutions User Guide</a> (pages 3 & 4).	Hiring Manager
<input type="checkbox"/>	The Talent Acquisition Team (TAT) will contact you to obtain additional information to prepare your posting (screening date, advertising locations, and required application materials). <ul style="list-style-type: none"> <li>Lynsey Groat: (509) 963-1267 or <a href="mailto:Lynsey.Groat@cwu.edu">Lynsey.Groat@cwu.edu</a></li> <li>Joy Corbett: (509) 963-1260 or <a href="mailto:Joy.Corbett@cwu.edu">Joy.Corbett@cwu.edu</a></li> </ul>	Hiring Manager
<input type="checkbox"/>	If using a <a href="#">search committee</a> : <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with the Appointing Authority to establish a list of members and request approval from TAT.</li> <li><input type="checkbox"/> Schedule search committee meeting to explain expectations, develop search timeline, and create a marketing plan.</li> <li><input type="checkbox"/> Invite TAT and Appointing Authority to initial search committee meeting to cover policy, procedures, equal opportunity, and diversity outreach.</li> </ul>	Hiring Manager <b>and</b> Appointing Authority
<b>Posting the Job</b>		
<input type="checkbox"/>	After MSS transaction has been approved TAT will develop an online posting. Search committee members can access application materials via MyCWU > Main Menu > Human Resources > Recruiting > Browse Job Openings.	Search Secretary or Hiring Manager
<input type="checkbox"/>	Submit ads for approval to TAT. (Request sample ads from TAT if needed)	Search Chair/Secretary or Hiring Manager
<input type="checkbox"/>	Work with TAT to select a New Employee Ambassador.	Hiring Manager
<b>Develop Screening Criteria</b>		
<input type="checkbox"/>	TAT will create a preliminary/secondary screening tool. If you wish to make changes, submit to TAT for approval before the screening date.	Talent Acquisition Team
<input type="checkbox"/>	Develop additional screening tools: interview and reference check questions. Examples will be attached to the “Posted” email and online: <a href="#">Selection Process</a>	Search Committee or Hiring Manager
<b>Screening Applicants</b>		
<b>On/After Screening Date</b>		
<input type="checkbox"/>	Review online applications to determine best qualified applicants. (NOTE: You may review online applications anytime, however, formal screening may not begin before the posted screening date).	Search Committee or Hiring Manager
<input type="checkbox"/>	<b>Day after screening date:</b> TAT will review the overall applicant pool to assess diversity: <ul style="list-style-type: none"> <li>A demographics summary will be emailed to the search chair/hiring manager and Appointing Authority to determine if additional recruiting efforts may be warranted.</li> <li><b>Please wait to schedule phone/skype or campus interviews until TAT and Appointing Authority have approved the search to move forward.</b></li> </ul>	Talent Acquisition Team
<input type="checkbox"/>	<b>IMPORTANT!</b> Update applicants’ status online at each step of the process. Refer to: <a href="#">Recruiting Solutions User Guide</a> (page 5). <ul style="list-style-type: none"> <li>It is important to provide a status update email to the applicants keeping them informed of the search process.</li> </ul>	Search Secretary/Search Chair or Hiring Manager
<input type="checkbox"/>	Email TAT a list of candidates who meet <b>minimum qualifications</b>	Search Secretary/Search Chair or Hiring Manager

	<ul style="list-style-type: none"> <li>A demographics summary will be emailed to the search chair/Dept. head/supervisor and Appointing Authority to determine if additional recruiting efforts may be warranted.</li> <li><b>Please wait to schedule phone/skype or campus interviews until TAT and Appointing Authority have approved the search to move forward.</b></li> </ul>	
<input type="checkbox"/>	<p>Email TAT a list of potential candidates selected for <b>initial interviews</b></p> <ul style="list-style-type: none"> <li>A demographics summary will be emailed to the search chair/Dept. head/supervisor and Appointing Authority to determine if additional recruiting efforts may be warranted.</li> <li><b>Please wait to schedule phone/skype or campus interviews until TAT and Appointing Authority have approved the search to move forward.</b></li> </ul>	Search Secretary/Search Chair or Hiring Manager
<b>Interviewing</b>		
<input type="checkbox"/>	After receiving Appointing Authority approval to move forward based on demographics, schedule and conduct interviews. Add interview schedule to Recruiting Solutions. Refer to: <a href="#">Recruiting Solutions User Guide</a> (page 6).	Search Secretary or Hiring Manager
<input type="checkbox"/>	Update applicants' status online after interviews.	Search Secretary or Hiring Manager
<input type="checkbox"/>	<p><b>If conducting second round interviews:</b> Email <u>Appointing Authority &amp; TAT</u> a list of potential candidates selected for <b>secondary interviews.</b></p> <ul style="list-style-type: none"> <li>A demographics summary will be emailed to the search chair/Dept. head/supervisor and Appointing Authority to determine if additional recruiting efforts may be warranted.</li> <li><b>Please wait to schedule final interviews until TAT and Appointing Authority have approved the search to move forward.</b></li> </ul>	Search Secretary or Hiring Manager
<input type="checkbox"/>	Confirm eligibility to pay interview expenses ( <a href="http://www.ofm.wa.gov/policy/70.20.htm">www.ofm.wa.gov/policy/70.20.htm</a> ) and contact the TAT prior to making any agreement with the interviewee.	Hiring Manager
<input type="checkbox"/>	Schedule & interview finalists.	Search committee/Hiring manager
<b>Offering the Position</b>		
<input type="checkbox"/>	<b>IF Exempt Position:</b> Send unranked list of finalists (w/ resumes) to Appointing Authority outlining pros & cons of each to gain approval to move forward. Include second round interview applicant demographics.	Search Committee/ Department Chair or Hiring Manager
<input type="checkbox"/>	<b>IMPORTANT!</b> Discuss salary and any other hiring details with TAT.	Hiring Manager
<input type="checkbox"/>	Contact Purchasing Office prior to making any agreement with the new employee if the department intends to pay relocation costs. <a href="http://www.cwu.edu/contracts/relocation-guidelines">www.cwu.edu/contracts/relocation-guidelines</a>	Hiring Manager
	<p><b>After Finalist is Selected:</b> Email name of finalist to the <u>Appointing Authority &amp; TAT.</u></p> <ul style="list-style-type: none"> <li><b>Please wait to make verbal offer until TAT and Appointing Authority have approved the search to go forward.</b></li> </ul>	Hiring Manager
<input type="checkbox"/>	After receiving approval, a verbal employment offer can be made contingent upon a successful background check. <b>The official start date cannot be established until the background check is complete. New employees will start on the 1<sup>st</sup> or 16<sup>th</sup> of the month.</b>	Appointing Authority/ Hiring Manager
<input type="checkbox"/>	If candidate accepts offer, "Prepare Job Offer" in Recruiting Solutions. Refer to: <a href="#">Recruiting Solutions User Guide</a> (page 9). This will route the offer for approvals, prompt HR to process a background check, and prepare the appointment letter.	Search Secretary or Hiring Manager
<input type="checkbox"/>	If candidate declines offer, update online status to "Reject" and include appropriate rationale.	Search Secretary or Hiring Manager
<input type="checkbox"/>	<p>If candidate declines offer:</p> <ul style="list-style-type: none"> <li>Identify the next top candidate and repeat steps in Offering the Position above</li> <li>Refer back to the search committee to bring forth another pool of finalists</li> </ul>	Appointing Authority or Hiring Manager

	<ul style="list-style-type: none"> <li>• Extend the search to acquire additional candidates, OR</li> <li>• Declare a failed search and work with HR to determine next steps</li> </ul>	
<input type="checkbox"/>	<p>If candidate accepts offer:</p> <ul style="list-style-type: none"> <li>• Update the status on all remaining applicants in Recruiting Solutions to ensure all receive proper notice.</li> <li>• Notify all other interviewees/finalists that they did not get the position. Notification via phone call is preferred (especially for internal applicants), letter or personal email is also acceptable.</li> </ul>	Search Secretary Appointing Authority or Hiring Manager
<input type="checkbox"/>	Inform committee of status of search.	Appointing Authority or Hiring Manager
<input type="checkbox"/>	A “Job Offer Approved” email will be sent from HR upon successful background check completion. The applicant will be directed to their online account to review the appointment letter and accept/reject the job offer.	Hiring Manager and Applicant
<input type="checkbox"/>	Prepare for employee’s arrival and onboarding process. Review the <a href="#">New Employees</a> website. HR will connect the new employee with the New Employee Ambassador.	Appointing Authority or Hiring Manager
<b>After the Search</b>		
<input type="checkbox"/>	Collect search materials from ALL committee members and submit to: Human Resources/ATTN: Talent Acquisition Team Mitchell 1 <sup>st</sup> Floor - MS 7425	Search Secretary/Search Chair or Hiring Manager