**Recruitment and Hiring Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position:** | Click to type |  |  | **Department:** | Click to type |

**For more detailed information on each step, 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 needed.

* [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)

Complete job posting request through [SmartSheet](https://tinyurl.com/upssmartsheet) (This will provide Human

Resources with the necessary information to initiate the recruitment process.)

Review the Recruitment Kick-Off information sent via email by Human Resources in order 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

Provide Human Resources with the names of candidates you spoke with over the phone and who you 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) (Standard interview questions should be the same for each candidate in order to ensure an equitable interview 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 in the same way. For example, if one candidate cannot come to campus and must do an interview over Zoom, all candidates should do Zoom interviews.)

[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) (To fill in the answer blanks, you must download as a Word Document.)

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

* Human Resources will prepare an offer letter for review.
* Once reviewed, Human Resources will send the final offer letter for official signatures.

**Closing a search**

Contact all unsuccessful candidates who were phone/Zoom 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)

Send Human Resources the list of candidates you have already contacted, if you have not done so already.

* Human Resources 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)