

## Checklist: Hiring Process

- Hiring manager notifies human resources of the vacant position.
- Hiring manager works with human resources to confirm budget for vacant position.
- Requisition form is completed by hiring manager and given to human resources.
- Human resources and hiring manager discuss job description, needs of the department, preferred job skills, etc.
- Job is posted internally and externally.
- Candidates are sourced by human resources.
- Human resources ensures applicants have completed application forms, background check authorization forms and voluntary EEO Forms.
- Top candidates are phone screened by human resources.
- First in-person interviews with human resources are conducted.
- Most qualified candidates are identified and presented to the hiring manager.
- Second in-person interviews with hiring manager are conducted.  
Human resources and hiring manager discuss candidates and the top candidate is selected for the job.
- Human resources collects all paperwork related to the interview process (applications, interview notes, etc.) for recordkeeping purposes.
- Top candidate's references and background checks completed by human resources.
- Human resources and hiring manager discuss and agree on job offer specifics for the candidate.
- Candidate is verbally offered and accepts the job.
- Candidate is formally offered and accepts the job in writing.
- Human resources sends communication to other candidates notifying them that the position has been filled.
- Onboarding schedule set up for new hire.
- Employee action form completed by human resources and the hiring manager.
- Human resources ensures onboarding paperwork is completed including I-9, benefits enrollment, federal and state tax forms, etc., and new employee file is created.
- New hire reporting to the appropriate state agency is completed.