



Recruitment Checklist

Completed	Action
	<p>Job Description</p> <ul style="list-style-type: none"> • <u>Hiring Manager</u>: Review and update job description with necessary changes. Coordinate with HR to make changes and revise the job description. Job description must be approved before the requisition is submitted. • <u>Hiring Manager & HR</u>: Determine pre-employment requirements for the open position – drug test, alcohol test, background check, driving record, reference check, integrity interview, physical fitness test, etc.
	<p>Requisition</p> <ul style="list-style-type: none"> • <u>Hiring Manager</u>: Submit online requisition form. Include anything specific in the note section for the open position. Identify if it will be an internal only posting or external for anyone to apply, and if the posting will close on a set date or remain open until filled. Submit interview questions to HR for review. • <u>HR</u>: Post open position. Review submitted interview questions.
	<p>Applicant Review</p> <ul style="list-style-type: none"> • <u>Hiring Manager</u>: Review applicants in Hire on the Go. Ensure all applicants completed an application and resume. Update statuses for each applicant as appropriate for their status in the process.
	<p>Interviews (Hiring Manager)</p> <ul style="list-style-type: none"> • <u>Hiring Manager</u>: Determine who will be on the interview panel. Schedule interviews with the top applicants. Share applicant information and interview questions with the interview panel. • <u>Hiring Manager</u>: Send “Thanks But No Thanks” emails to the applicants not selected for an interview. Make sure their status is updated, then archive them.
	<p>Selection Process</p> <ul style="list-style-type: none"> • <u>Hiring Manager</u>: Send HR information about the selected candidate - name and salary to offer. If salary is above the minimum of the pay grade, a letter must be submitted explaining and justifying the higher salary. The City Administrator must approve the higher offer amount. If no selection is made, inform HR in writing. Send “Interviewed – Not Selected” emails to interviewed candidates. • <u>HR</u>: Draft offer letter and send to hiring manager for review. Send finalized offer letter to selected candidate. When signed offer letter is received, notify Hiring Manager. Set-up drug test, background check, and other necessary pre-employment requirements (integrity interview, physical fitness test). Notify Hiring Manager of results. • <u>Hiring Manager</u>: After offer is accepted, conduct reference checks. Send “Interviewed – Not Selected” emails to candidates not selected after being interviewed. Provide all interview questions, reference check information to HR.
	<p>Onboarding Process</p> <ul style="list-style-type: none"> • <u>Hiring Manager</u>: (1) After all pre-employment requirements are completed and satisfactory, coordinate a start date with the new hire and HR. HR must complete onboarding paperwork on new hire’s first day of employment. (2) Complete and submit Classification form – ideally 1-2 weeks prior to the start date. Fill out all pertinent information relating to a new hire. Once submitted, this will generate an email to the new employee requesting completion of the Demographic Info and Direct Deposit forms. (3) Contact IT Department for email and ID. • <u>HR</u>: After classification form has been received, send notice to new hire regarding required documents for orientation, and benefit plan summaries to review before orientation, if applicable.
	<p>First Day</p> <ul style="list-style-type: none"> • <u>HR</u>: Meet with new hire to complete orientation, necessary paperwork, and benefit enrollment, if applicable. • <u>Hiring Manager</u>: Complete Department Orientation Process