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|  | [State Fair Community College](https://www.sfccmo.edu/) |

# Hiring Process Checklist

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| Position INFORMATION | |
| Position Title: |  |
| Anticipated Start Date: |  |
| Organization Code: |  |
| Incumbent Salary: |  |
| Position Type: | Choose an item. |
| Salary Range: |  |
| Hiring Manager Name: |  |

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| CHECKLIST | | | | | | | | |
|  | Position is created OR resignation of incumbent is received. | | | | | Date of creation or resignation received | | |
|  | Hiring Manager provides HR with resignation letter and Termination PAF for incumbent, if applicable). | | | | | Date Completed | | |
|  | Hiring Manager enters Requisition in NeoGov and attaches job description. [NeoGov Hiring Process Instructions](https://www.sfccmo.edu/offices-services/human-resources/hiring-process/)  Approval Level Required \***Note**: See Hiring Manual for approval levels, HR must be final approval level:  [Enter Approver Level(s)] | | | | | Date Completed | | |
|  | Hiring Mgr reaches out to HR to discuss salary range for position. | | | | | Date Completed | | |
|  | Hiring Manager selects a Hiring Committee (if F/T Faculty or Exempt Position)  Choose stakeholders that the position affects (Do NOT choose the incumbent or direct reports of the position)  Double check for diversity (not all women/men, diff depts., etc.)  Notify HR and Supervisor of committee members for approval | | | | | Date Completed | | |
|  | Hiring Manager reviews resumes for minimum qualifications. | | | | | Date Completed | | |
|  | Schedule Hiring and Selection Training for entire Hiring Committee with HR  \*This training can be scheduled prior to or during 1st committee meeting – please allow for at least 1 hr.  Date Scheduled.  Calendar Invites sent to Committee Members | | | | | Date Training Completed | | |
|  | Schedule and hold 1st Committee meeting:  Establish criteria to evaluate candidates based on job description and expectations.  Gather input to create [Telephone Interview Guide](file:///U:\Human%20Resources%20Forms\Hiring%20Manual\Interview%20Guides\Phone%20Interview%20Questions.docx)  Develop performance/behavioral based on-campus interview process (this may include presentations or role playing where appropriate).  Work with Committee to create a face to face [Interview Guide](file:///U:\Human%20Resources%20Forms\Hiring%20Manual\Interview%20Guides\Sample%20Interview%20Guide.xlsx) (Try to stay within 10-20 questions, interview should not exceed 1 hour).  Have all Committee members sign the [Code of Ethics Agreement](file:///U:\Human%20Resources%20Forms\Hiring%20Manual\Hiring%20Committee%20Documents\Search%20Committee%20Code%20of%20Ethics%202018.pdf) | | | | | Date Scheduled  Date Held | | |
|  | If more than 5 qualified candidates, Hiring Manager must hold telephone interviews to narrow down the applicant pool.  [Phone Interview Guide](file:///U:\Human%20Resources%20Forms\Hiring%20Manual\Interview%20Guides\Phone%20Interview%20Questions.docx) anywhere from 3-5 questions  One of the questions should request salary figures  Get HR approval on interview questions | | | | | Date Completed | | |
|  | Hiring Mgr schedules phone interviews with qualified candidates.  (Can choose whether or not to involve committee at this level, regardless of choice it must be consistent with all candidates for this posting). | | | | | Date Completed | | |
|  | Telephone Interviews Completed:  Enter # of candidates interviewed.  Enter # of candidates selected for on-campus interviews. | | | | | Date Completed | | |
|  | Hiring Manager meets with hiring committee to discuss phone interview outcomes. It is recommended that the phone interview notes are typed up and provided to the committee to review. | | | | | Date Completed | | |
|  | Hiring committee determines 2-4 candidates to bring on campus for face to face interviews – unless it is extremely difficult to narrow down between candidates it is recommended to stick to no less than 2 and no more than 5 face to face interviews. | | | Candidate #1 | | | Interview Date | Interview Time |
| Candidate #2 | | | Interview Date | Interview Time |
| Candidate #3 | | | Interview Date | Interview Time |
| Candidate #4 | | | Interview Date | Interview Time |
|  | Complete [Applicant Rating Forms](file:///U:\Human%20Resources%20Forms\Hiring%20Manual\Hiring%20Committee%20Documents\Applicant%20Rating%20Form%20Rubric.doc) | | | | | Date Completed | | |
|  | Committee Discuss to determine top two (2) candidates  Candidate #1.  Candidate #2. | | | | | Date Completed | | |
|  | If applicable – Schedule Interviews for top two (2) candidates with Department Head (Dean/VP/Etc.). Do not indicate which of the candidates your top choice is. | | | | | Date Completed | | |
|  | If Full Time Professional Staff or Full Time Faculty position – Schedule Interviews for top two (2) candidates with the President.  Gather a few dates and times for potential interviews from candidate  Provide President’s Assistant with candidate contact information  Provide Assistant with suggested dates and times  If applicable notify the President, or the assistant, if the interview needs to be  Via phone or Skype due to time or distance constraints | | | | | Date Completed | | |
|  | Meet with President/Department Heads to request approval to hire | | | | | Date Completed | | |
|  | Meet with Executive Director of HR to discuss salary offer | | | | | Date Completed | | |
|  | Conduct reference checks on candidate using [Pre-Employment Reference Check Questionnaire](file:///U:\Human%20Resources%20Forms\Hiring%20Manual\Hiring%20Committee%20Documents\Pre-Employment%20Reference%20Check%20Questionnaire.pdf) | | | | | Date Completed | | |
|  | Contact candidate to extend the offer:  Offer Date. Salary Offer Amt: $Salary Amount. Per Choose an item.  Anticipated Start Date: Start Date.  \*Start date must be on either the 1st or 16th of the month | | | | | Offer Accepted: Choose an item. | | |
|  | If verbal offer accepted, request offer letter from Human Resources | | | | | Date Offer Letter Requested. | | |
|  | Move Candidate to “Hire” in NeoGov (If Board approval required do not complete this step until approval is received) | | | | | Date Completed | | |
|  | Follow Up with Candidates Not Selected  For candidates interviewed either call or send a personal email to notify them  they were not selected.  For candidates not interviewed choose the “Send Notice” action in NeoGov  and select all candidates NOT interviewed then choose to send rejection  notice. | | | | | Date Completed | | |
|  | Provide all search and committee documentation to HR and transition checklist | | | | | Date Completed | | |
| \*Signature below can be electronic | | | | | |  | | |
| Hiring Manager Signature: | |  | | | Date: | Click or tap to enter a date. | | |
| **Transition Completed Checklist & Search Data to HR** | | | | | | | | |
| **Below This Line For HR Use Only** | | | | | | | | |
|  | Offer Letter/ Employment Contract to Candidate  Date Created: Click or tap to enter a date.  Date Sent: Click or tap to enter a date.  \*Can be sent and returned via email however requires candidate to sign before returning | | | | | Date Completed | | |
|  | Signed Offer Letter Received From Candidate  Email hiring manager to advise of receipt | | | | | Date Signed Offer Received | | |
|  | Board of Trustee Approval Received  Date Received: Click or tap to enter a date. | | | | | Choose an item. | | |
|  | Employee Processed and On boarded in NeoGov  Hire Authorized  Employee Created  Onboarding link Sent  Email sent to hiring manager to confirm new hire paperwork link sent  Date Email Sent.  Posting Closed and Req Inactivated | | | | | Date Completed | | |
|  | New Hire Paperwork Complete in NeoGov | | | | | Date Completed. | | |
|  | Employee Created in Banner | | | | | Date Completed. | | |
| PPAIDEN | | PTRUSER (if supervisor) | | |
| PEAEMPL | | PSAORGN (if supervisor) | | |
| NBAJOBS (if applicable) | | PSAECLS (if supervisor) | | |
| PDADEDN | | NTRRQUE (if supervisor) | | |
| GXADIRD | |  | | |
|  | Email Hiring Manager that New Hire Paperwork is complete and Employee is set up in Banner | | | | | Date Completed. | | |
|  | New Employee Orientation  NEO Scheduled: Date Scheduled.  NEO Invite Sent to Candidate: Date Sent.  NEO Info sent to Hiring Manager: Date Sent.  Nametag Ordered/Created: Date Ordered.  Business Cards Ordered: Date Ordered.  Name Plate Ordered (if applicable): Date Ordered. | | | | | Date Completed. | | |
|  | Hiring Docs Uploaded to BDMS (Include completed Hiring Process Checklist)  \*See Personnel File Checklist for applicable documents | | | | | Date Completed. | | |