

# **RECRUITMENT Process Checklist - Management**

- Cabinet Personnel Action Request received from Vice President of HR**
- Email President or appropriate person to create committee list**
- Include position in Current Pending Openings Spreadsheet & Hiring Grid**
- Reserve Room for Planning Meeting**
- Create Recruitment File and Committee Member Folders**
- Check EEO Certification for Committee Members, Email Members who need to complete Training**
- Create Folder in G:\Recruitment\Openings and prepare with Confidentiality Statement, EEO Checklist, Recruitment Planning Form, Copy of CPARF, Job Description, Previous Interview Questions, Previous Written Test (if applicable), and Sample Questions with Diversity, etc.**
- Prepare Recruitment File and Packets for Committee using the information above**
- Create Posting in Online Recruitment System & Recruitment Steps**
- Reserve Rooms for Meetings & Interviews, prepare draft interview questions, testing, etc.**
- Post Job Opening in Online Recruitment System & Print Job Bulletin**
- Send Calendar Invites from Employment to Committee (and you) for Recruitment Dates**
- Position Closes – Print EEO Summary Signed by Vice President of Human Resources**
- Screen applicants - Verify if degree is from accredited institution using <https://opc.ed.gov/dapip/#/home>**
- Check EEO Training was completed by Committee Members (if applicable) Before Sending Screening Info**
- Prepare & Send Screening for Position to Hiring Committee for Review**
- Meeting to Select with Committee (have draft interview questions, NEOGOV print out, writing assignment, etc.)**
- Prepare Interview / Testing Schedule**
- Change Candidates to “Selected for Interview” step in NEOGOV**
- Contact Interview Candidates**
- Finalize Interview Schedule and Email Confirmation to Committee Members**
- Prepare items for Interview: Interview Schedule, Questions for Committee, Questions for Table, and Testing.**
- Send email to candidate about New Hire Information**
- Complete Reference Checks**
- Prepare Personnel Folder**
- Close out Recruitment with Copy of Flyer and EEO-I Summary**