

## Recruitment and Selection Process Checklist Graduate Assistants, Asst. Coaches & (Hourly) Non-Exempt

- ❑ Hiring Authority will complete a Position Requisition Form (Must have a complete job description attached) with Department Vice President's signature and forward to the Human Resources Office
- ❑ Human Resources will notify Hiring Authority ASAP on position approval status
- ❑ Review and finalize announcement formats – (current employees, recent applicants in Human Resources Office files, local newspapers, etc.)
- ❑ Prepare a consistent interview process, (i.e., questions, and interviewers). If testing, such as software skills, is desired, ALL interviewees for the position should receive the same test. Suggestions for questions in both phone and live interviews are included in the Search Committee Handbook, which can be obtained in the HR office.
- ❑ Select candidates to be interviewed.
- ❑ Notify Human Resources Dept. of the candidates to be brought in for interviews. Human Resources should be included in all interview schedules. **NOTE: Page 8 of the Search Committee Handbook: Interview Questions to Avoid and Appendix A: Understanding Illegal and Legal Interview Questions.**
- ❑ Once the interview process/reference checking is complete and candidate is selected, (**prior to offer**), Hiring Authority will complete the **Request for Approval to Hire** form and return to Human Resources.
- ❑ **Prior to the offer**, the Human Resources Office will notify the chairperson of the status of security and criminal background check.
- ❑ Once offer has been extended and accepted, notify candidates not selected for the position as soon as possible.