

Position \_\_\_\_\_ Department \_\_\_\_\_ Supervisor \_\_\_\_\_

## Recruitment and Selection Checklist

### Supervisor

- 1. Completes Personnel Requisition and forwards to department head for permission to fill position.
- 2. Department head obtains approval from the Judge Executive to fill position.
- 3. Judge Executive signs the requisition and forwards to HR.
- 4. Judge Executive appoints supervisor as search committee chair or selects another appropriate person as chair.

### Human Resources

- 5. Reviews position description with the supervisor to ensure it is accurate.
- 6. Works with supervisor or search committee chair to create an advertisement from the position description and establishes a recruitment plan.
- 7. Posts job opening in the applicant tracking system and in all appropriate print and digital media, to include, professional organization websites, etc.
- 8. Reviews applications/resumes to identify if candidates meet posted minimum requirements and groups candidates according to qualifications.
- 9. Meets with supervisor to review the recruitment and selection checklist and process and provides training on use of the applicant tracking system. Provides supervisor with access to the applicant tracking system and a copy of the [\*Interview Guide for Supervisors\*](#).

### Supervisor

- 10. Establishes criteria for evaluating candidates based upon the required knowledge, skills, and abilities.
- 11. Reviews resumes and identifies the top group of candidates. If desired or perceived necessary, HR can contact the top group of candidates to confirm the wage expectation for each is within our range. This will limit spending time and resources on applicants who withdraw due to compensation requirements.
- 12. Creates and utilizes a standardized list of questions for all candidate interviews.
- 13. Determines which candidates to interview and may elect to begin with preliminary phone interviews.
- 14. Identifies the best candidates to invite for interviews.
- 15. Schedules and conducts interviews. Director of HR will participate in all interviews.
- 16. Completes reference checks using standardized questions or requests assistance from HR.
- 17. Recommends appointment of best-qualified candidate to department head and/or judge executive.
- 18. Obtains approval from appropriate administrator(s) to make job offer.
- 19. Contacts HR for a salary offer.

### Human Resources

- 20. Reviews the selected candidate's resume, external market pay, internal equity and recommends an offer not to exceed the budget for the position.
- 21. Makes job offer contingent upon completion of the background check.
  - a. If offer is declined or individual counters, identify if there is an opportunity to increase the offer. If offer will exceed the position budget the department head must identify a funding source for the increase. Note: Any impact on internal equity will also be addressed and remedied with funding allocated to make any necessary adjustments.
  - b. If candidate accepts, notifies supervisor that candidate accepted job offer; if employee declines, supervisor or search committee chair proceeds to the next best candidate.

- 22. Obtains consent release form from the candidate and processes the background check. Addresses any discrepancies or results associated with the background check.
- 23. Presents recommendation to the Fiscal Court for approval.
- 24. If approved by the Fiscal Court, drafts and sends formal appointment letter to employee listing first day of employment. Also, sends new employee checklist to supervisor.

#### Supervisor

- 25. Contacts individuals who were interviewed but not selected to thank them for their time and interest and inform them we appointed another candidate who best meets our needs.
- 26. Schedules appointment with HR for new employee benefit orientation.
- 27. Completes new employee checklist.

#### Human Resources

- 28. Close out position in applicant tracking system by sending emails to all other candidates, who were not interviewed, informing them the position has been filled.
- 29. Enter employee information in payroll system.
- 30. Notify various individuals/departments of new hire when acceptance letter is being prepared.
- 31. Sends email to all current employees regarding the new hire on or before the employees first day of employment.
- 32. Conducts a benefits orientation session with new employee & collects all necessary documents.
- 33. Schedule OSHA hazard communication and blood borne pathogen training if needed.
- 34. Receives all completed employment and benefit documents
- 35. Makes appropriate entries in the payroll system.
- 36. Checks enrollment forms for proper completion, enters on carriers' web pages and adds employee to the respective billing statements.