



## Office of Human Resources and Strategic Talent Management Checklist for Supervisors

✓ (Place a check mark in the box to denote meeting the criteria)

	Completed Affirmative Action Recruitment & Selection Report (AARSR) <ul style="list-style-type: none"> <li>Must have <u>appropriate</u> signatures</li> </ul>
	Completed Record of Scheduled Interviews Form
	Clean Copy of interview questions
	Exercise/Demonstration (if applicable) <ul style="list-style-type: none"> <li>Clean copy of description and instruction of exercise/demonstration given to candidates</li> <li>Email from HRSTM indicating approval of exercise/demonstration</li> </ul>
	Employment References for Recommended Candidate <ul style="list-style-type: none"> <li>Faculty: 2 verbal required</li> <li>Staff: 3 verbal references from current and/or former supervisors required</li> </ul>
	<b>Faculty recruitments</b> must include the hiring paperwork to be sent out by Recruiter after verbal acceptance: <ul style="list-style-type: none"> <li>Welcome Letter</li> <li>Faculty Credential for Initial Salary Placement – <i>Please include Resume/CV with points written on it.</i></li> <li>Initial Faculty Rank Recommendation</li> <li>Acknowledgement of Initial Salary Placement</li> <li>Notice of Initial Faculty Appointment (<i>required for regular faculty hires</i>)</li> </ul>

**Please note:**

Once the packet is received, HRSTM will:

- Review packet for completion. **If documents are missing, the packet will be held until the missing items are received.**
- Determine salary placement for staff positions.
- Make the offer to the selected candidate for administrative and staff positions.
- Notify the department of the acceptance and work with hiring manager to identify start date that is compliant with new staff orientation dates.
- Send offer letter, run background check and finalize start date for administrative and staff positions.
- Notify the unsuccessful applicants in writing via e-mail, once the candidate accepts verbal offer.
- If you would like to check the status of your position, you can contact the Recruiter facilitating the search.

**Internal interviewed candidates** who were not selected for the position, must be contacted by the Hiring Manager (via phone call) *prior* to HR sending out the non-selection e-mails.