

Recruitment Checklist for Supervisors

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

	<p>Completed Recruitment & Selection Report (RSR) uploaded in Workday</p> <ul style="list-style-type: none"> • Must have <u>appropriate</u> signatures • List of strengths and weaknesses from <ul style="list-style-type: none"> ▪ Search Committee; and ▪ Hiring Manager
	Clean Copy of interview questions with benchmarks uploaded in Workday
	<p>Exercise/Teaching Demonstration (if applicable) uploaded in Workday</p> <ul style="list-style-type: none"> • Clean copy of description and instruction of exercise/demonstration given to candidates • Email from HRSTM indicating approval of exercise/demonstration
	<p>Employment References for Recommended Candidate</p> <ul style="list-style-type: none"> • Faculty: 2 verbal required • Staff and Administrator: 3 verbal references from current and/or former supervisors required
	<p>Faculty recruitments - Complete and email forms to Recruiter:</p> <ul style="list-style-type: none"> • Faculty Credential for Initial Salary Placement • Initial Faculty Rank Recommendation • Resume/CV with salary points documented

Please note:

Once the packet is received, HRSTM will:

- Review packet for completion and appropriate documentation. Incomplete documentation will delay the process.
- 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 and candidates in the hiring manager’s supervisory chain 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.