


Hiring Leader Recruitment Process Checklist

Human Resources | (281) 998-6115

Position Title: _____ *Date Requested:* _____

		Date Completed
	Getting Started / Preparation	
	Hiring Leader reviews/updates position description	
	Hiring Leader submits request for posting to campus leadership and obtains SLT approval	
	Human Resources posts position in Applicant Tracking System (ATS)	
	Hiring Leader selects hiring team/committee	
	Selection	
	Hiring Leader shares guest user access with hiring team	
	Hiring Team screens applications against screening criteria/preferred qualifications	
	Hiring Team develops phone and face-to-face interview questions	
	Phone interviews are scheduled and conducted	
	Face-to-face interviews are conducted (no more than three (3) candidates are recommended)	
	Hiring Team (or Executive Leadership when appropriate) recommends candidate for hire	
	Hiring Leader dispositions recommended candidate as Finalist in ATS to initiate background check process with Human Resources	
	Wrap Up	
	Human Resources sends hiring leader pre-offer email that communicates salary and position information	
	Human Resources extends the job offer, upon successful completion of the background check process; hiring leader is informed if candidate counter offers	
	Hiring Leader closes out the position in ATS by entering final disposition for all applicants	
	Human Resources finalizes recruitment and hiring process for the position including post-acceptance email to leader	