

*Position Title:* \_\_\_\_\_ *Date Requested:* \_\_\_\_\_

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