Department Recruitment Process Checklist

Stage 1: Create Posting
____ Department has entered position description (PD) into the Position Management side of PeopleAdmin (PA) and PD has been approved to recruitment and moved to Employment.
____ Department receives notification that PD is approved for recruitment and receives posting questions to complete and return to Employment.
   1. Salary range.
   2. Length of posting (how long do you want the position posted).
   3. Supplemental and/or disqualifying questions.
   4. Define search committee members (make sure everyone has completed safe hire training via Cornerstone). Submit names, titles, and email addresses.
   5. Determine search chair.
   6. Documents applicant needs to provide besides cover letter and resume (such as writing samples or portfolios).
   7. Do you plan to post outside of W&M? If so, provide names of these websites and listservs, and a copy of your draft announcement for approval.
____ Upon receipt of answers to posting questions, Employment will post position within 3 business days of receipt.
____ Department receives notification that position has been posted.

Stage 2: Before You Interview
____ Determine search committee roles and responsibilities (make sure everyone has completed safe hire training via Cornerstone).
____ Create a recruitment timeline (set up in Outlook).
____ Posting time (open/close date).
____ Review applications.
____ Determine types of interviews (phone, Zoom, or on campus).
____ Determine how many rounds of interviews.
____ Go over ethical hiring practices, confidentiality, and biases with your team.

Stage 3: Review Applicants
____ Work together as a search committee.
____ Download screening grid.
____ Contact candidates selected for initial screening.
____ Conduct an effective applicant screening.
____ Manage your applicants in PeopleAdmin (dispense applicants accordingly).
____ Disqualify applicants not under consideration.

Stage 4: Interview Candidates
____ Determine candidate short list.
____ Schedule interviews by phone.
____ Discuss: **INFORM CANDIDATES OF THE MAXIMUM SALARY AMOUNT**
Reasonable accommodations, parking, advise salary, dress code, length of interview, exercise (if applicable), prepare and send welcome package to interviewee (if applicable), confirm travel, lodging, and arrange transportation (if needed).
_____ Conduct interviews
   _____ Provide applicant with copy of position description.
   _____ Be prepared and ready for interview (questions, exercises, etc.).
   _____ Keep candidates engaged throughout the process.
   _____ Schedule meeting with HR Benefits Specialist (as appropriate).

**Stage 5: Select the Best Candidate**
   _____ Select your finalist(s).
   _____ Move applicants in PeopleAdmin to appropriate workflow.
   _____ Conduct three reference checks. Ensure that at least two of the references are supervisory references (people that directly supervised the candidate in current or previous roles) while the hiring proposal is being approved.
   _____ Submit the hiring proposal (HP).

**Stage 6: The Offer**
   _____ Once Employment reaches out to you with approval, extend a verbal offer; advising the applicant that it is a conditional offer pending the criminal background check and I9 verification.
   _____ **Encourage applicant not to provide notice to their current employer until the background check is complete.**
   _____ Congratulations, offer has been accepted!* Email Employment so we can complete the background check.
   _____ If the offer is rejected, select the runner up and follow same steps as listed above. We will complete the background check and advise the hiring official once it is all clear.
   _____ Reach out to the applicant and discuss a start date.
   _____ Email Employment so the offer letter can be completed.

*If the applicant counteroffers, contact Employment for additional guidance.

**Stage 7: Onboarding**
   _____ New hire paperwork (ensure offer letter is signed and returned to Employment within 24 hours).
   _____ Make sure new hires attend the University and Benefits Orientations. Please note, only benefit-eligible positions need to attend Benefits Orientation.
   _____ Complete an orientation and onboarding plan (see below for example).
       _____ Computer/software access
       _____ Phone access
       _____ System/database access
       _____ Parking pass and location
       _____ Keys
       _____ Building access
       _____ ID Card
       _____ How to log on to the system
       _____ How to complete a timesheet
       _____ Uniform (if applicable)
       _____ Safety equipment (if applicable)
       _____ Work schedule
       _____ Supply room
       _____ Arrange a buddy to greet and spend the day with new employee