Appalachian
STATE UNIVERSITY

Supervisor's Recruitment & Selection Quick Checklist

Prior to Recruitment:
- ☐ Create a new position description or update current position description in **AppState Careers**.
- ☐ Complete Separation Section and attach a resignation letter if incumbent is exiting ASU.
- ☐ Contact HR-Employment to discuss Posting Specific Questions to facilitate screening measures.
- ☐ Contact HR-Employment to discuss Hiring Range to be posted to ensure compliance with Pay Factors, if necessary.
- ☐ Submit request forward for approval.

Recruitment:
- ☐ Use fair and consistent criteria to screen qualified applications.
- ☐ Analyze applications with priority considerations (Statuses: Internal with Priority Consideration/Veteran Preference/RIF).
- ☐ Review all application materials and identify those who are most qualified based on the qualification requirements posted.

Selection:
- ☐ Change applicant statuses by Step 1, 2 & 3 to assist in management of applicant pool.
- ☐ Change status to "Selected for Interview" for all applicable applicants.
- ☐ Email Interview Questions to Shelley Leder (leders@appstate.edu) prior to interview.
- ☐ Reference Checks
    - One reference check is required for recommended candidate and attached with the Hiring Proposal. Reference Record is not required if candidate is currently a permanent ASU employee.
    - Contact current employer only after receiving approval from applicant.
- ☐ Change recommended candidate's status to "Recommend for Hire" to notify HR to Begin Background Check Process.
- ☐ Initiate Hiring Proposal; can be completed and moved forward for approval while the Background Check is processing.

Hiring Proposal – Have prepared:
> o Documentation for justifying and defending hiring decision
> o Recommended Salary (Apply all Pay Factors)
> o Justification for salary recommendation
> o One electronic Reference Record (if applicable)
- ☐ Applicant statuses must be set appropriately before submitting the Hiring Proposal. All those interviewed should be set at "Selected for Interview".
- ☐ Extend official offer only once email is received that "All Approvals Have Been Obtained".
- ☐ Move to "Offer Accepted" and indicate official start date in the comments box upon submittal.

Wrap-Up-Final Steps:
- ☐ Non-Selection letters must be sent to all applicants interviewed but not hired and copies sent to HR.
- ☐ Inactivate applicant list. Ensure the statuses of all applicants are up to date, (i.e. Not Among the Most Qualified-Step 1 or Not Selected for Interview - Step 2, etc.). The system will generate Regret Letters (via email) to all the remaining applicants that the position has been filled.
- ☐ HR will send a new appointment letter to the new hire.
- ☐ Submit to HR-Employment all interview notes and documentation/materials used for the search in a sealed, label envelope for appropriate storage and retention. Indicate Department, Position Title and Position Number on the envelope.
- ☐ New hire will receive an email invitation to New Employee Orientation along with a link to our Onboarding Module to electronically submit their new hire paperwork.

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