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.

Revised 9-10-2018