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