Hiring Manager Recruitment Checklist

Filling a Vacancy

Prep Work for Vacancy	
	Review Job Description, make updates if needed and send to HR for review
	Work with HR if a compensation review is needed
	Work with HR to obtain appropriate approvals if needed to fill vacancy
	Create a req in Cornerstone
Search Committee	
	Send the names of the search committee to HR if not already in the req
	After HR confirms Search Committee members have been assigned the required search committee training, the Hiring Manager is responsible to confirm the committee members completed the training.
Interview process	
	After the posting closes HR releases pool of applicants to the Search Committee to review
	Utilize HR interview guidelines to create job specific interview questions
	Email HR the list of candidates being interviewed
Final Candidate	
	Complete a reference checks on the final candidates
	Email HR the name of the final candidate
	HR works with Compensation on a recommended offer
	Hiring Manager makes verbal offer (HR will assist with this if Hiring Manager requests)
	Notify HR if the candidate accepts or counters
	Once the candidate has accepted the offer, HR will work to onboard the candidate
	Utilize the New Employee Department Onboarding Checklist form located inside the Manager Toolkit to help acclimate the new employee

Hiring Manager Recruitment Checklist

Creating a New Position

Prep Work for New Position	
	Check with Budget to make sure there is funding for new position
	Work with HR to create Job Description
	Work with HR to have Compensation to provide salary range
	Work with HR to obtain appropriate approvals if needed to fill vacancy
	Submit PCN request form
	Create a req in Cornerstone
Search Committee	
	Send the names of the search committee to HR if not already in the req
	After HR confirms Search Committee members have been assigned the required search committee training, the Hiring Manager is responsible to confirm the committee members completed the training.
Interview process	
	After the posting closes HR releases pool of applicants to the Search Committee to review
	Utilize HR interview guidelines to create job specific interview questions
	Email HR the list of candidates being interviewed
Final Candidate	
	Complete reference checks on the final candidate
	Email HR the name of the final candidate
	HR works with Compensation on a recommended offer
	Hiring Manager makes verbal offer (HR will assist with this if Hiring Manager requests)
	Notify HR if the candidate accepts or counters
	Once the candidate has accepted the offer- HR will work to onboard the candidate
	Utilize the New Employee Department Onboarding Checklist form located inside the Manager Toolkit to help acclimate the new employee