

## Recruitment Checklist – What to Do After Your Job Is Posted

| POSITION INFORMATION     |  |   |
|--------------------------|--|---|
| Job Title:               |  |   |
| Job Opening ID:          |  |   |
| Position #:              |  |   |
| Posting Date:            |  |   |
| Deadline:                |  |   |
| RECRUITMENT TASK         | INFORMATION  |   |
| <input type="checkbox"/> | Request advertising if needed:<br>Send advertising requests to<br>DHR.AdRequests@vermont.gov         | Recruitment Services manages a Coordinated Advertising programs for placing job advertisements on specific sources (such as Seven Days, Burlington Free Press, USA Today Jobs Network). We can also advise on other advertising placements. Please consult with your TA Specialist regarding advertising needs.                           |
| <input type="checkbox"/> | Candidate Outreach   | Share job opening with acquaintances, personal network, professional networks, and on social media. Referrals from your network and colleagues' networks can often lead to your next hire.  |
| <input type="checkbox"/> | Browse job opening & preview applications  | Use the "Browse Job Opening" quick guide to access your job opening and preview applications and resumes.<br><b>IMPORTANT:</b> DO NOT contact any candidates until you have received your candidate list and confirmed that their VTHR status is "Route."   |
| <input type="checkbox"/> | Receive Candidate List &<br>Detailed Application Report  | You will receive a list of qualified candidates and a report containing all application materials after the application deadline (or after 10 business days for extended posting periods).  |
| <input type="checkbox"/> | Receive Talent Acquisition<br>Procedures: Part 2   | You will receive a 2 <sup>nd</sup> hiring packet (Talent Acquisition Procedures: Part 2) with additional information on the next steps of the hiring process. In addition, you'll receive the Criminal History Declaration and Tax Compliance forms which will be needed once you have identified a finalist candidate for your position. |
| <input type="checkbox"/> | Receive Criminal History<br>Declaration and Tax Compliance<br>forms from TA Specialist               |   |
| <input type="checkbox"/> | Complete resume review   | Consult with TA Specialist if needed.   |
| <input type="checkbox"/> | Send rejection correspondence<br>to unqualified candidates &<br>update status to "NoHire" in<br>VTHR | See "Reject Applicant" quick guide.   |

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|--------------------------|---|--|
| <input type="checkbox"/> | Schedule candidates for interviews & record interview status in VTHR                  | See "Interview Status" quick guide.  |
| <input type="checkbox"/> | Send rejection correspondence to candidates not selected for interviews               | See "Reject Applicant" quick guide.  |
| <input type="checkbox"/> | Conduct interviews  | Your TA Specialist will check-in with you during the interview process.  |
| <input type="checkbox"/> | Check references for top candidates   | Consult with TA Specialist if needed.  |
| <input type="checkbox"/> | Contact Field HR staff when you have identified a finalist candidate                  | Your Field HR staff will give provide guidance on next steps for your finalist candidate, starting with the Criminal History Declaration (for ALL candidates, including current SoV employees) and Tax Compliance form (for external hires ONLY). Field HR staff will advise on any additional background checks that are needed, and any onboarding and orientation processes that need to be completed.  |
| <input type="checkbox"/> | Send completed Tax Compliance and Criminal History Declaration to your Field HR staff | <b>IMPORTANT:</b> The Criminal History Declaration form and the Tax Compliance Check must be completed BEFORE YOU INITIATE A VERBAL OFFER OF EMPLOYMENT as there are circumstances in which an applicant may be ineligible for hire  |
| <input type="checkbox"/> | Extend Verbal Offer after receiving approval from Field HR                            | You should establish a firm start date at this time, as a start date will be needed for the written offer. Current employees must begin at the beginning of a pay period (Sunday). New employees can start any day, however, the first Monday of a pay-period is recommended if possible.<br><br><b>IMPORTANT:</b> Field HR staff must be notified of the candidate's start date AT LEAST 3 business days in advance, but notification at least 1 week in advance is preferable. |
| <input type="checkbox"/> | Extend written offer after candidate verbally accepts offer                           | Forward selected candidate to designated Field HR staff and TA Specialist using Forward Applicant action in VTHR (see "Forward Applicant" Quick Guide).  |
| <input type="checkbox"/> | Consult with Field HR Staff regarding additional background checks                    | Some departments, and some specific positions may require additional background checks to be completed AFTER the candidate has accepted their written offer and BEFORE they are officially hired.  |
| <input type="checkbox"/> | Notify interviewed candidates of your decision  | All candidates you have interviewed should receive a personalized email or phone call to inform them of your decision.   |
| <input type="checkbox"/> | Prepare For Hire & Onboarding   | HR Staff will process your new hire into HRIS. Your Field HR staff may request that you submit a PAR to process your new hire, or they may provide time and labor data directly to HRIS.<br><br>Your department will have specific guidelines on onboarding and orienting your new hire. Please consult with your Field HR staff.  |