



## Vacancy/Recruitment Checklist (For Managers/Supervisors)

The checklist below is intended to assist managers/supervisors in coordinating the recruitment and selection process.

Position Title:	
Former Incumbent:	

- Coordinate Exit Interview with Human Resources before incumbent's last day
- Notify IT and Procurement Technician of incumbent's last day
- Obtain any County issued equipment including keys, cell phones, laptops, uniforms, etc.
- Submit PAR form and signed resignation letter to Human Resources to remove former incumbent from position
- Submit Recruitment Request to Human Resources
- Ensure an up-to-date job description is available
- Develop or review interview questions with Human Resources
- Schedule interviews (Human Resources will contact applicants)
- Conduct interviews (follow Interview Guidance handout)
- Return all interview materials to Human Resources
- Submit PAR form to Human Resources for selected applicant
- E-mail IT helpdesk to establish e-mail account and access to additional systems
- Contact Procurement Technician to obtain long distance phone code and fuel card PIN
- Ensure necessary office space and office equipment are available
- Create employee file to maintain supervisor notes to be used for Performance Evaluations
- Welcome new employee; outline training/orientation plan; review timesheets
- Introduce performance evaluation form to new employee
- Schedule three month interim evaluation