



NORTHWESTERN  
HEALTH SCIENCES  
UNIVERSITY

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**To:** All Managers  
**From:** Human Resources  
**Subject:** The Hiring Process Checklist

Dear Manager,

Unfortunately, employee turnover is part of life in any organization. And the hiring process can seem a bit intimidating to the most seasoned of managers.

With this mind, your Human Resources Department has designed the attached checklist in an attempt to answer any questions you may have and to walk you through, step by step, your responsibilities when hiring or transitioning an individual into to new or vacated job.

This checklist is designed to save you time and to make the hiring process that much easier. If you have any questions, please contact Human Resources.

Once the checklist is completed, please submit the document to Human Resources, where it will become part of the employee's personnel file.

Thank you,

Human Resources Department

# Hiring Checklist

<b>Open Position/Job Title:</b>	
<b>Supervisor:</b>	
<b>Department:</b>	

Action	Owner	Instructions	Completed
New Position or Replacement of incumbent employee	<b>Manager</b>	<p><i><b>If a new position to the University...</b></i></p> <ul style="list-style-type: none"> <li>▪ Work with Human Resources in the creation of a Job Description by completing a Job Analysis Questionnaire.</li> <li>▪ Following the Job Analysis Questionnaire, work with Human Resources in the creation of a Job Description.</li> </ul>	
Completion of Job Order Form	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ The Job Order Form should contain the following information.</li> </ul> <ol style="list-style-type: none"> <li>1. Date</li> <li>2. Job Title</li> <li>3. Department</li> <li>4. Reporting To</li> <li>5. Salary (<b><u>PLEASE LEAVE BLANK - COMPLETED BY HR</u></b>)</li> <li>6. Days &amp; Hours</li> <li>7. Replace For</li> <li>8. Summary Of Responsibilities</li> <li>9. Experience &amp; Education Requirements</li> </ol>	
Routing of Job Order Form for Signatures	<b>Manager/Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Before beginning the hiring process, the Job Order Form should be signed-off for approval by the following individuals.</li> </ul> <ol style="list-style-type: none"> <li>1. Requested By</li> <li>2. Department Head</li> <li>3. Human Resources</li> <li>4. Division Head</li> <li>5. Vice President, Administrative Affairs</li> <li>6. President</li> </ol>	
Job Posting	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Human Resources will post the Job Order Form on the Job Bulletin Board, as well as on the University web-site.</li> <li>▪ Before a candidate can be hired into the position, the job must be posted for <b>five</b> work days, so as to ensure that all interested parties have adequate opportunity to apply for the position.</li> </ul>	

Action	Owner	Instructions	Completed
Media Advertising Placement	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Human Resources will work with hiring manager to determine an appropriate advertising strategy.</li> </ul>	
Resume Intake	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Incoming <b>External</b> resumes will flow through the HR Assistant for Applicant/EEO Tracking.</li> <li>▪ <b>Internal</b> candidates should be directed to complete an Internal Application Form available from the Self-Help Display in HR office or from NWHSU's web-site. Internal candidates should also submit an updated resume.</li> <li>▪ Recruiter will screen resumes and applications for hiring manager, unless directed otherwise.</li> </ul>	
Plan Of Attack	<b>Manager/Human Resources</b>	<ul style="list-style-type: none"> <li>▪ The Hiring Manager and Recruiter will develop an interviewing strategy to fill the opening.</li> <li>▪ Interview questions are submitted for review by all potential interviewers.</li> </ul>	
Resume Review	<b>Manager/Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Selection of top candidates to be interviewed (Typically, 3-5 candidates, unless otherwise directed).</li> </ul>	
Contact of Top Candidates	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ The Recruiter will contact and conduct a short phone screen/University &amp; Position Overview with the top candidates.</li> <li>▪ The Recruiter will set-up interview times with all candidates, communicating interview times to the Hiring Manager.</li> </ul>	
The Interview	<b>Manager/Human Resources</b>	<ul style="list-style-type: none"> <li>▪ All candidates must complete an application, including a Background Check Release Form and a voluntary Applicant Tracking Form, prior to the actual interview.</li> <li>▪ Candidates are interviewed.</li> <li>▪ Please note that multiple interviews may be conducted, based upon the wants of the Hiring Manager.</li> </ul>	
Finalist Selected	<b>Manager/Human Resources</b>	<ul style="list-style-type: none"> <li>▪ All candidates are reviewed for strengths and weaknesses.</li> <li>▪ A final candidate is selected.</li> </ul>	

Action	Owner	Instructions	Completed
Salary Determination	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Human Resources will determine an appropriate salary to be offered to the finalist, based upon internal equity and candidate's level of experience.</li> </ul>	
Conditional Offer Made	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ A Verbal Conditional Offer, based upon positive results from a background check, will be made to the finalist.</li> <li>▪ Human Resources will negotiate a start date, if the offer is accepted.</li> <li>▪ If the offer is accepted, a follow-up letter and new hire paperwork will be sent to the finalist.</li> </ul>	
Background Check	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Human Resources will initiate a background check on the finalist.</li> </ul>	
Posting Removed	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Once the candidate has accepted, the posting will be removed from the Job Posting Bulletin Board and the NWHSU Web-Site.</li> </ul>	
Turndowns	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Human Resources will inform those candidates, not selected, via turndown letters.</li> <li>▪ Resumes on rejected candidates will be kept of file for one calendar year, so as to be matched against any future openings.</li> </ul>	
AGRESSO Input	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Prior to the agreed upon start date, Human Resources will input all employee information into the AGRESSO system.</li> <li>▪ At this time Human Resources will also create an employee file.</li> </ul>	
Computer Password, Phone Set-Up, ID Card, Parking Permit, Security and Communications Updates.	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Human Resources will arrange with the appropriate departments for – <ol style="list-style-type: none"> <li>1. Computer Passwords</li> <li>2. Phone Set-Up</li> <li>3. Parking Permit</li> <li>4. Security Dept. Update</li> <li>5. Communications Dept. Update</li> </ol> </li> </ul>	
Office Space & Keys	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ The Hiring Manager will arrange for office space and keys.</li> </ul>	
New Hire Paperwork	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Human Resources will arrange a time on the new employee's first day of work to present all new hire paperwork and present their ID for I-9 completion.</li> </ul>	

