**Checklist: Hiring Process**

* Hiring manager notifies human resources of the vacant position.
* Hiring manager works with human resources to confirm budget for vacant position.
* Requisition form is completed by hiring manager and given to human resources.
* Human resources and hiring manager discuss job description, needs of the department, preferred job skills, etc.
* Job is posted internally and externally.
* Candidates are sourced by human resources.
* Human resources ensures applicants have completed application forms, background check authorization forms and voluntary EEO Forms.
* Top candidates are phone screened by human resources.
* First in-person interviews with human resources are conducted.
* Most qualified candidates are identified and presented to the hiring manager.
* Second in-person interviews with hiring manager are conducted.

Human resources and hiring manager discuss candidates and the top candidate is selected for the job.

* Human resources collects all paperwork related to the interview process (applications, interview notes, etc.) for recordkeeping purposes.
* Top candidate’s references and background checks completed by human resources.
* Human resources and hiring manager discuss and agree on job offer specifics for the candidate.
* Candidate is verbally offered and accepts the job.
* Candidate is formally offered and accepts the job in writing.
* Human resources sends communication to other candidates notifying them that the position has been filled.
* Onboarding schedule set up for new hire.
* Employee action form completed by human resources and the hiring manager.
* Human resources ensures onboarding paperwork is completed including I-9, benefits enrollment, federal and state tax forms, etc., and new employee file is created.
* New hire reporting to the appropriate state agency is completed.