



Hiring Checklist for Administrative/Professional Positions

Posting Process

- Job Description Analysis and Review
 - Update the essential duties and responsibilities of the position. Identify minimum qualifications, and competencies required for the position. See *Focused Interview Questions* for a list of intellectual, interpersonal, and leadership competencies to consider.
 - Email final copy of updated job description to jhutch@svsu.edu for ECS files.
- Create Authorization to Begin Recruitment via www.jobs.svsu.edu and submit to appropriate authority for approval. The job summary and minimum qualifications should be cut and pasted directly from the newly updated job description. It is highly recommended to utilize the posting specific questions feature when creating the Authorization. This allows applicants to be screened based on minimum qualifications.
- ECS will e-mail position announcement to faculty and staff.
- Hiring Manager consult with ECS on advertisement placement.

Screening of Application Materials/Interviewing Process/Checking References

- Review application materials online at www.jobs.svsu.edu (Staff Profile, Cover Letter, Resume).
- Change Applicant Statuses appropriately to ensure that applicants receive the appropriate statuses for documentation purposes and so that applicants are responded to in a timely manner. The system will automatically e-mail applicants regret letters, depending upon the status you have selected. Please see: [jobs.svsu.edu Steps](http://jobs.svsu.edu/Steps).
- Interview candidates – Ask only job-related questions and be consistent with each interview. Refer to **What NOT To Ask Applicants** :
http://www.svsu.edu/ecs/pdf/ecs_forms_questions_not_to_ask.pdf
 - Compile a list of questions based on the competencies required for the position. *See: Focused Interview Questions* for a list of suggested questions broken down by individual competency.
 - Each interviewer must complete and sign a **Candidate Evaluation Form**:
http://www.svsu.edu/ecs/pdf/ecs_forms_candidate_eval_form.pdf ,for each candidate interviewed.
 - It is recommended that references are conducted on any candidates being considered. Please refer to: *Targeted Reference Check Form & Do's & Don'ts of Reference Checking*
 - After the committee has come to a hiring decision on the chosen candidate, the hiring manager must complete an **Interview Summary Form**:
http://www.svsu.edu/ecs/pdf/ecs_forms_interviewsumsht.pdf , indicating: names and titles of all individuals that were part of the interviewing process; names of all candidates interviewed; type of interview(s) conducted; and reason for choosing selected candidate.

Offer/Completion of Hiring Process

- Verbal offer to selected candidate **contingent upon acceptable results of a background check.**
- Background Check – Candidate must complete and sign the Pre-Employment Certification/Release Form: http://www.svsu.edu/ecs/pdf/ecs_forms_pre-employment_release.pdf and fax to ECS at 989-964-7066. Average turnaround time is 5 days. **Candidate must not physically report to work prior to conformation of completed background check by ECS.**
- Complete HR Action Form for the selected candidate including start date, salary, correct title, account number, etc. Gather appropriate signature(s) and forward to ECS. **This form initiates payroll for the chosen candidate.**

- ❑ Appointment Letter – As soon as ECS has all necessary information, ECS will prepare appointment letter for appropriate Vice President's approval and signature.
- ❑ Change the status off each applicant in jobs.svsu.edu to the appropriate status. **All applicants MUST be responded to either by auto e-mail or by personal contact from the hiring manager before the position can be closed.**
- ❑ Return the following forms to ECS
 - Candidate Evaluation Forms
http://www.svsu.edu/ecs/pdf/ecs_forms_candidate_eval_form.pdf)
 - Interview Summary Sheet, summarizing the hiring decision
http://www.svsu.edu/ecs/pdf/ecs_forms_interviewsumsht.pdf
- ❑ Direct the new employee to begin the new hire paperwork, and view the orientation schedule at: http://www.svsu.edu/ecs/benefits/index.cfm?doc_id=4395 New employee will need to sign up for a benefits orientation session with ECS at 964-7100 .