

## Hiring Checklist for Faculty and Administrative/Professional Positions

### Posting Process

- Review job description and make any necessary updates/changes.
  - Identify essential **functions** and **required qualifications** for the position.
- Complete and submit **Authorization to Begin Recruitment Form** and updated job description to Employment & Compensation Services (ECS).
- Work with ECS on position announcement and advertisement placement. ECS will send announcement to University faculty and staff.

### Screening of Application Materials/Interviewing Process

- Receive resumes from ECS.
- Screen resumes based on qualifications outlined in the advertisement.
- Complete **Applicant Screening Form** for each candidate and return to ECS any resumes that are no longer being considered to ensure an orderly and timely response from the University.
- Interview candidates – Ask only job-related questions and be consistent (see “**What NOT to Ask When Interviewing Candidates**”).
  - Each interviewer must complete and sign a **Candidate Evaluation Form** for each candidate interviewed.
  - After the committee has come to an agreement on the chosen candidate, the hiring manager must complete an **Interview Summary Sheet**, indicating the names and titles of all individuals who were part of the interviewing process, names of all candidates interviewed, type of interview(s) conducted, and the reason(s) for choosing the selected candidate.

### Offer/Completion of Hiring Process

- A verbal offer to the selected candidate is **contingent upon clear results of a background check**.
- Background Check – Candidate must complete and sign the **Pre-Employment Certification/Release** available on the ECS website: [www.svsu.edu/ecs/forms](http://www.svsu.edu/ecs/forms). Fax form to ECS at 989-964-7066. Average turnaround time is five days.
- Complete an **HR Action Form** for the selected candidate, including start date and salary, and forward to ECS.
- Appointment Letter
  - **A/P Positions** – ECS will prepare appointment letter for appropriate vice president’s approval and signature.
  - **Faculty Positions** – Dean’s Office will prepare appointment letters for faculty positions. Please ensure that appropriate language related to immigration and contingency background check statement is included.
- Return the following documents/completed forms to ECS:
  - **All remaining resume folders including the folder of the chosen candidate. These candidates, except for the person hired, will automatically be sent “Position Filled” letters unless otherwise noted by department.**
  - **Applicant Screening Forms for each applicant**
  - **Candidate Evaluation Forms**
  - **Interview Summary Sheet**
  - **HR Action Form for selected candidate**
- Have new employee make appointment with ECS at 964-7100 to discuss and enroll in benefits and to complete I-9 and tax forms.