

RECRUITMENT CHECKLIST

Check when completed	PROCESS	RESPONSIBILITY OF:
	Prepare Authorization to Begin Recruitment Form	Initiating Department
	Sign Recruitment Form	Vice President
	Work with ECS on ad	Initiating Department
	Selection Committee Appointed (Optional)	Vice President
	Screening of Resumes & Cover Letters (See ECS for Support Material if Needed)	Initiating Department
	Select Top Applicants for Interview	Initiating Department
	Schedule Interviews with Selected Candidates	Initiating Department
	Interviews held	Initiating Department
	Send Resumes of those No Longer Considered to ECS	Initiating Department
	Selection & Verbal Job Offer (Contingent Upon Reference & Background Check)	Initiating Department
	Optional Supplemental Reference Checks may be done at this time	Initiating Department
	Manager Making Offer Must Refer Candidate to ECS Website to fill out Pre-Employment Certification/Release Form. Candidate must return/fax form to ECS	Initiating Department
	Prepare appointment letter (use format available on website)	Initiating Department
	Return any Remaining Resumes to ECS	Initiating Department
	Send completed HR Action Form along with signed Appointment Letter to ECS	Initiating Department