Umpqua Community College
Recruitment & Selection Hiring Checklist

This checklist is designed to help guide you through the standard hiring process and ensure key aspects of the recruitment have been addressed. Temporary, emergency, and other hires will not require all steps to be completed. Each step in the hiring process is listed below and described further in the Recruitment and Selection Guidelines.

1. Identify Vacancy and Evaluate Need
- ☐ Determine if position should be aligned with the College's strategic plan
- ☐ For new position, take into consideration any upcoming changes in the organization
- ☐ Take into consideration core competencies of the department
- ☐ Conduct a job analysis for any new positions

2. Develop Job Description and/or Review/Update/Revise
- ☐ Clearly articulate key responsibilities and qualifications
- ☐ Provide clear communication of the value of the position
- ☐ Determine position classification in accordance to FLSA

3. Complete Requisition Form
- ☐ Complete all fields of the Requisition including budget approval
- ☐ Assure workstation is available for the new staff member
- ☐ Assure all needed signatures been acquired
- ☐ Select search committee members
- ☐ Complete *Recruitment Special Requirement* section

4. Submit completed Requisition Form to the Director of Human Resources
- ☐ Submit the completed Requisition Form to the Director of Human Resources
- ☐ Attach a copy of the most recent/updated/revised job description
- ☐ Send an electronic Word Document of the job description to Human Resources
- ☐ Move requisition from Human Resources Director to SLT

5. Upon final approval position posted by Human Resources
- ☐ Begin HR processes for recruitment
- ☐ Review posting (done by selection committee chair)
- ☐ Recall process in accordance with collective bargaining agreements will transpire when appropriate
- ☐ Begin recruitment

6. Selection Committee Chair duties and responsibilities
- ☐ Meet with HR for interview guidelines; share with committee members
- ☐ Create interview questions for position and have them approved by HR
- ☐ Distribute candidate review rubric to selection committee members

7. Review applications and screen for candidates to be interviewed
- ☐ Meet with the selection committee for review of applicants
- ☐ Select candidates to be interviewed
- ☐ Uphold Veteran's Preference and all EEOC laws
- ☐ Communicate with H R regarding selected candidates, HR will thank those not selected

8. Conduct interviews
- ☐ Schedule interviews (done by selection committee chair)
- ☐ Conduct all interviews in the same manner: electronic, in person, group, or standard panel

9. Select Hire
- ☐ Prepare Hiring Comments for final candidate(s)
- ☐ Provide candidate(s) name(s), strengths, weaknesses, and anticipated contribution to the college
- ☐ Check references
- ☐ Secure approval for hire from hiring supervisor and SLT

10. Finalize Recruitment
- ☐ Make job offer (by selection committee chair)
- ☐ Once job offer has been accepted, contact those interviewed and not selected for position
- ☐ Contact Human Resources and announce the approval of the new hire
- ☐ Provide all documentation of the selection process to the Office of Human Resources
- ☐ Begin onboarding of the new staff member
- ☐ Refer to onboarding checklist