



## SELECTION PROCESS RESPONSIBILITIES

Actions	Hiring Supervisor	Human Resources
- Confirmation that funds are available to fill position	X	
- Complete job description if new or changed position; or verify the responsibilities/ physical requirements/environmental requirements are exactly the same as for prior employee	X	
- Review of new or revised position responsibilities to determine if classification and compensation are equitable		X
- Complete an employee requisition	X	
- Complete request for advertisements for external postings, if desired	X	
- Requisition approved by H.R. and E.C.		X
- Job posted on website and sent to association presidents		X
- Email for internal postings sent		X
- Positions advertised externally		X
- Notify I.T. if new hardware or phone set up is required	X	
- Interview questions developed and sent to H.R. for review prior to interviews being conducted	X	
- Close posting		X
- Screening of applications to determine candidates to interview (may begin prior to close date)	X	X
- Qualified applicant interviews	X	
- Reference and background check (degree, certification, license verification, etc.)	X	
- Review external competitiveness & internal equity. Determine conditional offer	X	
- Make oral conditional offer. Follow up with letter	X	
- Following acceptance of offer, criminal history check, driving records check, & notify hiring manager of results		X
- Confirm offer & start date with applicant	X	
- Telephone <u>interviewed</u> applicants to inform them that the position has been filled	X	
- Order office supplies, business cards, name plate, name tag, and name badge	X	
- Complete Employee Computing Service form	X	
- Complete Personnel Action Form and forward to H.R.	X	
- Contact H.R. to schedule employee for new employee orientation	X	
- Send rejection letters to not selected applicants		X
- Submit all selection materials to H.R.	X	

Revised: 11/8/12