

Open Position Checklist

The following checklist can be used as an aid for hiring managers to fill regular positions:

Position Pre-recruitment

- Create position description
- RF Human Resources reviews and approves position description
- Obtain budget approval from Sponsored Programs
- Consult with RF HR to determine recruitment strategy
- If needed, request Waiver of Search from Operations Manager
 - For uniquely qualified applicants or other special circumstances

Recruitment

- Forward Position Description to RF HR for upload to Interview Exchange (online applicant tracking system)
- Review Interview Exchange job posting
- Define search committee members
 - Request access to Interview Exchange
- Meet with search committee to define selection process
- Review resumes and with committee select candidates
- Update Interview Exchange search folders periodically throughout the selection process
- Conduct and finalize interviews
- Complete and submit Affirmative Action Effort Report to Office of Diversity, Equity & Inclusion
- Obtain written approval to hire from Office of Diversity, Equity & Inclusion
- Prepare and present offer letter to candidate of choice
- Forward Employee Benefits Quick Reference Guide with Offer Letter
- Obtain RF Employment Application from new hire
- Retain recruiting documents for three years from start date
 - i.e. newspaper and online ads, bulletin board postings, recruiting notes

Post Hire

- Prior to start date forward the following to the RF Human Resources Office
 - Appointment form complete with authorized signatures
 - Affirmative Action Effort Report
 - Position Description
 - Signed Offer Letter
 - Employment Application
- Prior to start date instruction new hire to report to RF Human Resources and Payroll to complete Form I-9 and new hire paper work
 - See page #9 on Form I-9 for a list of acceptable Identification documents the new hire may bring to the RF Human Resources Office to complete the Form I-9
- Hiring manager creates departmental orientation
 - Reviews position description
 - Defines goals for first 6 months
 - Review work schedule
 - Obtains keys and computer access
- Review employees work progress after 6 months of service