Part-Time Employee

Hiring Checklist

# Creating the Position

[ ]  Identify a staffing need – discuss this need with your supervisor

[ ]  Come up with an outline of the duties that will address the staffing need.

[ ]  Plan a meeting with the human resources office. Together we will build a position description and start to assess the classification of the position.

[ ]  Review the position description with your supervisor. If you both agree that the position will address the staffing need and will fit in the departmental budget, begin the requisition process.

# Requisitioning the position

[ ]  Once the position description has been finalized, work with the HR office to create the position requisition.

[ ]  Obtain all necessary signatures on the requisition.

[ ]  Return the requisition to the human resources office to begin the recruitment process.

# Recruiting for the Position

[ ]  The Human Resources Office will post the position according the specifications on the requisition.

[ ]  All applications will come directly to your inbox. It will be your responsibility to organize interviews and notify individuals that will not be considered for the position.

[ ]  Interview candidates.

[ ]  Select the candidate(s) that you wish to hire.

[ ]  Complete the candidate selection form to begin the hiring process.

# hIRING AND ONBOARDING THE CANDIDATE

[ ]  The human resources office will hire the selected candidate as expeditiously as possible.

[ ]  When the candidate is hired, you will receive a ‘good-to-go’ message. This is your queue that the candidate may begin work.

[ ]  It will be your responsibility to schedule, train and orient the candidate once the ‘good-to-go’ message is received.