**Recruitment Process Check List**

**Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step one-Preparation**

* Create a Recruitment file
* Determine the position for Recruitment and develop a Position Description (PD)
* Determine method of advertising (internal, external, open register),select ad template from the web and close date for the ad
* Select a hiring committee
* Committee develops screening criteria for applicants and chooses interview questions
* Committee members sign a Conflicts of Interest Form

**Step two-Advertising**

* Advertise the opening (Transcripts may take 3-5 business days)

**Step three-Application Collection**

* Applications are turned in to the HR staff member
* Applications are kept in a secure location until the ad date closes
* HR staff member prepares and sends copies to the Local Health Personnel (LHP)
* LHP qualifies applications and generates a certificate of eligible applicants to the LHD
* Copy qualified applications and give to the Committee

**Step four-Interview process**

* Committee to screen applicants
* Schedule interviews with the top applicants based on screening criteria
* Select top candidate(s)
* Contact State on above minimum salaries and start dates
* Reference checks, background and/or Licensure verifications of top applicant
* Contact candidate with offer of employment and other candidates not selected

**Step five-Closing Steps with HR**

* HR staff complete BRIDGE disposition screen (CDS555)
* All interview materials given to HR staff to maintain for at least 5 years
* New employee information gathered for start of Employee file on 1st day of employment