Recruitment-Selection Plan Checklist

Date Initiated: ______________________    Position #: ____________________________________________________

Position Title: _____________________________________________________________________________________

Department: ______________________________________________________________________________________

Account #: _______________________________________________________________________________________

Dept Contact:
Name _______________________________________________    Phone #_____________________________

PREPARATION

☐ Position Description written or updated.

☐ Form submitted to UHRS for position classification if position is new or if duties have changed significantly.

☐ Position Requisition Form completed or C&G funding identified.

☐ Position announcement; prepared.

ADVERTISING

☐ If UHRS determines position is not identified as underutilized:
   ☐ Position listed internally to unit of the functional classification only (except all Staff employees are eligible to apply for PA positions) and all appropriate employees in unit notified of vacancy.
   ☐ Position listed in Jobs@IU through OLA.
   ☐ Request for external advertising through UHRS identified.
   ☐ Position listed in other external sources, following policy for external advertising. (Attach list of sources and copy of ad.)

☐ If position is identified as underutilized:
   ☐ Position listed externally, following policy for external advertising. (Attach list of sources and copy of ad.)
   ☐ Office of Affirmative Action or UHRS consulted for identification of recruitment sources to reach protected class groups.
   ☐ Professional journals, organizations, and other sources specifically serving minority or women contacted. (Attach list of sources.)
SELECTION PROCESS

- Search & Screen Committee identified, if used. Attach list of names/titles of Committee members.
- Interviewers established and order specified. Attach names and schedule.
- Interview questions prepared and range of answers identified. Attach copy.
- If requested, identify what work samples will consist of. Attach list.
- Applications reviewed and cut-off for interviews identified. Attach description of how cut-off was determined.
- Interview schedule prepared. Attach list of applicants with date/time of interview. Identify those applicants who were interviewed on the Applicant Viewing screen in OLA.
- Interviews conducted. Note any unusual situations such as missed interviews.
- References checked. For each candidate, attach a list of who was contacted, questions asked, and responses for each reference.
- Credentials verified.

Final Selection

- Offer made and accepted.
- Criminal history check completed.
- Other applicants notified.

Close out listing in OLA

- Identify the candidate who “accepted” the position.
- Notify UHRS if you don’t intend on filling the position

DOCUMENTATION

- Complete New Employee Information Form. (Form is provided when acceptance is documented in OLA and on departmental Applicant Viewing screen.)
- E-Doc initiated by hiring department.
- I-9/E-Verify completed.

- All applications and materials used in the selection process, including this checklist, will be maintained in the department for three years. UHRS maintains electronic files of the basic application, work history/resume, skill certification, and attachments (cover letter, resume).

Signature: _____________________________________________________________

Name Printed: ________________________________________ Date Completed: ________________

UHRS 9/2011