

## RECRUITMENT CHECKLIST

Staff Position Number: \_\_\_\_\_

Step	Action	Initials/Date
<b>Review of Job Description</b>		
1	The job description accurately describes the position.	
2	The position was reviewed by Human Resources on _____ (must be within the past 3 years – if not, contact Human Resources at 405-744-7401). This updated position description is available online at the OSU Jobs System.	
3	The established hiring range of _____ is acceptable.	
<b>Posting the Position</b>		
4	Create a listing from the updated job description on the OSU Jobs System. Include appropriate advertisement copy, if applicable.	
5	Optional: additional advertisements Source List:	
<b>Review of Applications</b>		
6	Review pool diversity information online.	
7	Perform and document initial review of applications (see attached spreadsheet).	
8	Schedule and conduct Interviews (see attached questionnaires).	
9	Identify final candidate(s).	
10	Perform reference checks (see attached questionnaires).	
11	Request criminal background check/MVR check from Human Resources (if required).	
12	Other checks: Source List:	
<b>Hiring Process</b>		
13	Extend formal offer and enter into salary negotiations with final candidate. Complete pay exception request and forward to Human Resources, if applicable.	
14	Receive formal acceptance letter from selected candidate.	
15	Change status of all nonselected candidates. Automatic emails will be sent via the OSU Jobs System thanking applicants for their interest in position. Complete Hiring Proposal.	
16	Perform Payroll signup (within 3 days of hire).	
17	Schedule Benefits enrollment (w/in 30 days of hire) - 744-5449.	
18	Schedule NEO enrollment - 744-5374.	

**All records regarding references, interviews, and other actions taken during the recruitment period should be kept for a minimum of two years.**