

RECRUITMENT CHECKLIST

Position Number: _____

Step	Action	Check
<i>Review of Job Description by the department</i>		
1	The job description accurately describes the position.	
2	The position was reviewed by Human Resources on _____ (must be within the past 3 years). This updated position description is available online at the OSU PeopleAdmin System.	
<i>Complete Authorization to Fill Form – department completes & submits to CEAT HR for routing approval.</i>		
<i>Posting the Position</i>		
3	Create a requisition in the Applicant Tracking System from the updated job description. Attach appropriate advertisement copy if applicable. (If advertising in an outside source in addition to the OSU job site).	
4	Attach copy of approved Request for Authorization to Fill to the job requisition Source List: Provide media sources, listserv, newspapers, etc the ad will be posted	
<i>Review of Applications</i>		
5	Review pool diversity information online.	
6	Perform and document initial review of applications against min. job requirements	
7	Update the status of all selected candidates for interviews and non-selected candidates in the Applicant Tracking System. Automatic system generated email using ATS.	
8	Place the job requisition on hold.	
9	Schedule and conduct Interviews (see attached questionnaires).	
10	Perform reference checks (see attached questionnaires).	
11	Identify final candidate(s).	
<i>Hiring Process</i>		
12	Submit Salary Offer Spreadsheet-staff or Offer Letter for faculty to CEAT HR for routing approval	
13	If salary exceeds the hiring range or increase 10% or greater - Complete compensation adjustment request form along with a supporting memo to support the Salary Offer worksheet if applicable. Submit to CEAT HR for routing approval	
14	After CEAT has approved the salary offer, extend verbal offer and follow up with formal offer letter using the online Applicant Track System. Advise applicant they will receive an system generated offer and email to request information to process a background check.	
15	Receive formal acceptance notification from selected candidate through the ATS.	
16	Background check process through ATS after applicant accepts the offer.	
17	Complete hiring process in the ATS after receiving email notification on the background check.	
18	Perform Payroll signup (within 3 days of hire).	
19	Schedule Benefits & New Employee Orientation enrollment - 744-5449. Register the new hire for the earliest session available – within 30 days of hire.	

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