

HIRING CHECKLIST

- Complete [Position Request Form](#).
- Write a [Job Description](#) describing essential job functions. (See www.onetcenter.org) Include any physical and skill requirements, and education.
- Have the job description reviewed by current employees and supervisors.
- Prepare or update [Career Ladder](#).
- Prepare or update [Total Compensation Statement](#).
- Post the job internally, temp agency, etc.
- Contact a recruiting agency.
- Place help wanted ads in a wide range of sources.
- Post on internal and external web site.
- Provide information on [Our Hiring Process](#).
- Accept résumés and job applications.
- Screen resumes and job applications.
- Conduct [Pre-Interview Questionnaire](#) over the phone.
- Prepare interview questions. See [Interview Form](#).
- Conduct interviews. Involve co-employees. Consider group interviews.
- Complete [Applicant Appraisal Form](#).
- Complete [Co-Employee Applicant Appraisal Form](#).
- Call references (employers, schools, etc.). Also call people other than listed “references.” See [Pre-Hire Reference Check](#) form.
- Use a [Post Employment Release of Employment Information Form](#) where necessary.
- Obtain FCRA consent and perform background checks (DMV, credit, criminal background, immigration, education, licenses, etc.). See www.globalhrresearch.com.
- Perform character assessment. See www.zeroriskhr.com.
- Inquire about any trade secret, non-compete, or confidentiality agreements with former employers.
- Test for job skills. See www.shl.com.
- Write the [offer](#) or [rejection](#) letters.
- Give necessary post-offer/pre-hire drug or physical tests. See the [White Paper: Pre-Employment Medical Questions](#).
- If over 15 employees consider possible job accommodation. See askjan.org.
- Obtain [I-9 Form](#) & [W-4 Form](#) and any state withholding form.
- Memorialize the terms of employment and have the employee sign any contracts.
- Have the new employee review and sign the Employee Handbook, Arbitration Agreement, and any other applicable documents.
- Introduce the new employee to your training and [orientation program](#).
- Pay any referral or retention bonuses.
- Provide state required pamphlets (for example, sexual harassment and workers compensation in CA)
- Report new hire to state agency.