

**Human Resources Talent Acquisition Checklist**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Position Review and Approval – Prior to posting** | |
|  | Ensure Supervisor has reviewed job description |
|  | Ensure Requisition has appropriate approvals |
|  | Ensure Position has been approved through Budget or PR Process |
|  | Review and sign Talent Acquisition Work Plan Agreement |
|  | Post position internal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Advertise internally |
|  | Post position external:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Advertise externally |
| **Preparing – While position is posted** | |
|  | Send Search Committee Information on Training and Interviewing   * Ensure required participants are included on committee |
|  | Attend Committee Meeting and provide training |
|  | Review Interview Questions   * All positions require at least one question related to DEI |
|  | Review Application Rubric(s) |
|  | Review Interview Scoring Rubric(s) |
| **Performing - After Posting Closes** | |
|  | Ensure Hiring Manager has completed initial review of applications |
|  | Apply veteran and internal preference |
|  | Ensure Committee and Hiring Manager have completed required trainings |
|  | Ensure confidentiality forms have been signed |
|  | Provide Search Committee access to applications |
|  | Ensure Search Committee has added application scoring in NEOGOV |
|  | Provide Hiring Manager with scoring by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Apply veteran and internal preference |
|  | Setup Interview Schedule via NEOGOV |
|  | Apply veteran and internal preference |
|  | Ensure Candidate has met with Dean/Vice-President, as is applicable |
|  | Ensure reference checks are complete and documented |
|  | Request Salary Placement |
|  | Send Salary Information to Hiring Manager |
| **Concluding - After Hire** | |
|  | Prepare offer letter and send to hiring manager |
|  | Contact applicants that were not hired |
|  | Disable committee access in NEOGOV |
|  | Archive requisition, posting, and eligible list in NEOGOV |
|  | Collect documents from Search Committee and Hiring Manager |
|  | Update Talent Acquisition file tracking |