

**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  |