# Human Resources Talent Acquisition Checklist

**Job Title:** _____

## 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