WASHINGTON STATE UNIVERSITY

Department of
Human Resource Services

Staff Recruitment Checklist

Key: Search Chair=SC, Search Committee Members=SCM, Search Support=SS

The following is intended to serve as a guide when conducting a staff search. Actual steps may differ slightly between a given area/college.

Visit the Staff Recruitment ToolKit at hrs.wsu.edu/apcsrtk+main for more info and resources.

Who is Typically Involved			Action Item
**Phase 1:   PREPARE**
☑ SC			☐ Discuss the needs of position, salary range (AP), how many finalists to recommend, expected search completion etc. with the Appointing Authority (AA) Hiring Manager (HM) or Search Chair.
☑ SC	☑ SCM		☐ Review position details and draft search timeline ☐ Draft evaluation tools Resources at hrs.wsu.edu/apcsrtk+main
		☑ SS	☐ If needed, create/update position details in OPDRS and submit to the Appointing Authority (AA will submit to HRS).
**Phase 2:   ADVERTISE & OUTREACH**
☑ SC	☑ SCM		☐ Develop recruitment and outreach strategy considering diversity implications ☐ Review and discuss potential professional contacts, alumni etc. to invite to apply. ☐ Draft advertisements Resources at hrs.wsu.edu/apcsrtk+outreach
		☑ SS	☐ Submit posting in WSUJobs (OPDRS) ☐ Create Guest User account ☐ Upload advertisements in OPDRS Resources at http://hrs.wsu.edu/OPDRS
**Phase 3:   SCREEN & INTERVIEW**
☑ SC	☑ SCM		☐ Upon release of applicant pool, review each applicant's materials on an individual basis using pre-established evaluation tools.
☑ SC	☑ SCM		☐ Vet the evaluated applicant pool and determine which applicants will be moved to the pre-screen and/or interview phase. ☐ Develop pre-screen and/or interview questions Resources at hrs.wsu.edu/apcsrtk+main
		☑ SS	☐ Change status of long-list applicants to "Request to Interview" in OPDRS ☐ Change status of applicants no longer being considered to "Not Selected" and provide a "Not Hired" reason Resources at hrs.wsu.edu/apcsrtk+main
☑ SC	☑ SCM	☑ SS	☐ Set-up and conduct pre-screen interviews
☑ SC	☑ SCM		☐ Select short-list of applicants from pre-screen for on-campus interviews ☐ Develop on-campus interview format and agenda
☑ SC	☑ SCM	☑ SS	☐ Ensure preparations are made to provide on-campus interviewees with a top-notch candidate experience. Resources at hrs.wsu.edu/candidate+Experience
☑ SC	☑ SCM		☐ Determine "Not Hired" reason for candidates who are no longer being considered.
		☑ SS	☐ Change status of applicants not moving forward to "Interviewed, Not Selected" and provide "Not Hired" reason

			☐ Prepare and send written notice declines to these applicants
☑ SC		☑ SS	☐ Invite short-list candidates and arrange on-campus interviews. ☐ Send info to candidates on community, campus, benefits etc. Resources at hrs.wsu.edu/candidate+Experience
☑ SC	☑ SCM		☐ Conduct on-campus interviews ☐ Review feedback data and select finalist(s)
		☑ SS	☐ Change status of applicants not moving forward to "Interviewed, Not Selected" and provide "Not Hired" Reason ☐ Collect pre-screen and interview notes from search committee for records retention
Phase 4: PERFORM REFERENCE & BACKGROUND CHECKS			
☑ SC	☑ SCM		☐ Advise finalist(s) reference checks will be conducted and background checks (if applicable) ☐ Conduct reference checks on finalist(s); HRS recommends contacting at least three references Resources at hrs.wsu.edu/apcsrtk+main
		☑ SS	☐ Update finalist(s) to "Recommend for Hire" in OPDRS ☐ HRS will initiate background check (if applicable) and initiate the hiring proposal in OPDRS
☑ SC	☑ SCM		☐ Draft hire recommendation such as weaknesses/strengths of finalist(s) and submit to AA or her/his designee ☐ Verbal offer made upon approval from AA. ☐ If candidate negotiates additional terms, seek approval from AA and HRS
		☑ SS	☐ Submit an "Offer Accepted" Hiring Proposal to HRS if salary is at Step A (CS) or up to amount approved on position (AP). ☐ Submit a "Change Offer" Hiring Proposal to AA if salary is above Step A or above approved amount on position (AP). HRS will review.
Varies by area/college.			☐ Offer letter drafted and sent to AA for signature; HRS can review Templates at hrs.wsu.edu/letters ☐ Offer letter mailed to finalist candidate. ☐ Upon receipt of signed offer letter, copies sent to "CCs"
Phase 5: HIRE & ONBOARD			
☑ SC			☐ Provide verbal or written declines to pre-screen/interviewed candidates
		☑ SS	☐ Prepare and send written notices of position closure to remaining applicants (if applicable) ☐ Input "Not Hired" reasons for other finalist(s) if applicable
		☑ SS	☐ Ensure search records are kept in accordance with WSU's records retention policy. Info at hrs.wsu.edu/Utils/File.aspx?fileid=6789