# Recruitment Checklist

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| Recruitment #: | Click or tap here to enter text. | Working Title: | Click or tap here to enter text. |
| Completed By: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |

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| **REQUIRED ACTIONS** | | | | |
| **Checklist Items** | **Yes** | **No** | **N/A** | **Comments** |
| Search Committee Members Trained (completed required training in UCLC) |  |  |  | Click or tap here to enter text. |
| Short List Submitted to Affirmative Action for Review and Approval |  |  |  | Click or tap here to enter text. |
| UC Internal (Former or Current) & External Hires – Reference Checks |  |  |  | Click or tap here to enter text. |
| UC Internal Hires – File Check Complete  (If conducted) Highly Recommended |  |  |  | Click or tap here to enter text. |

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| **ATTACHMENTS TAB** (Viewable by All Committee Members) | | | | |
| **Interview Planning Checklist Items** | **Yes** | **No** | **N/A** | **Comments** |
| Advertising Copies/ Invoices  (i.e., Job Target or other advertising venues) |  |  |  | Click or tap here to enter text. |
| Supplemental Recruitment Plan for Women/Minority placement goals, IWD utilization goal, Veterans hiring benchmark |  |  |  | Click or tap here to enter text. |
| Phone Screens Notes |  |  |  | Click or tap here to enter text. |
| Interview Questions Template |  |  |  | Click or tap here to enter text. |
| Interview Notes/Evaluations |  |  |  | Click or tap here to enter text. |
| Work Samples/Assessments (if requested) |  |  |  | Click or tap here to enter text. |
| Assessment Results (e.g., PreValuate) |  |  |  | Click or tap here to enter text. |
| Scoring Rubrics (if work samples apply) |  |  |  | Click or tap here to enter text. |
| Regret Letters/Emails (for interviewed candidates) |  |  |  | Click or tap here to enter text. |
| **FINAL ACTION TAB** (Viewable by Chair/ Chair Assoc/AACL) - not viewed by Committee Members | | | | |
| **Checklist Items** | **Yes** | **No** | **N/A** | **Comments** |
| Signed Offer Letter |  |  |  | Click or tap here to enter text. |
| Signed Contract (if applicable) |  |  |  | Click or tap here to enter text. |
| Reference Checks/SkillSurvey  (For all candidates) |  |  |  | Click or tap here to enter text. |
| Performance Appraisals (previous copies) |  |  |  | Click or tap here to enter text. |
| Recommendation Letters |  |  |  | Click or tap here to enter text. |
| Interview Notes and Candidate Ratings |  |  |  | Click or tap here to enter text. |
| Salary Calculator/Analysis |  |  |  | Click or tap here to enter text. |
| Hiring Decision Justification |  |  |  | Click or tap here to enter text. |
| **OTHER ACTIONS TO BE COMPLETED** | | | | |
| **Checklist Items** | **Yes** | **No** | **N/A** | **Comments** |
| Hired individual attached to job description in HRMS |  |  |  | Click or tap here to enter text. |
| Ensure accommodation requests are sent to the campus disability manager (do not upload to recruitment) |  | | |  |

**Addendum**

I have completed the Recruitment Checklist, and I understand that it is my responsibility to upload all necessary documentation. At this time, one or more items could not be completed for this recruitment for the following reason(s):

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| Click or tap here to enter text. |

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| Completed By: (Print)Click or tap here to enter text. |

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| Approved by HR Partner: (Print) Click or tap here to enter text. |
| Approval Signature: Click or tap here to enter text. |