# 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. |