

Steps in the Hiring Process Checklist

1. ___ Determine the need for the position. Write/update the job description.

2. ___ Place ad(s) in print sources and send information to placement offices, and/or web service(s).

3. ___ Screen all applications using pre-determined criteria checklist.

4. ___ Conduct pre-interview reference checks.

5. ___ Conduct interview team training.

6. ___ Conduct candidate interviews.

7. ___ Collect all data sets on each candidate and select recommended person. Note in writing why the successful candidate was selected.

8. ___ Call successful candidate and inform him/her you will be recommending pending the results of a background check and the verification of his/her release from his/her current contract. Ask successful candidate if he/she is able to perform the essential functions of the job with or without reasonable accommodation.

9. ___ Call the sending district's administration to inform them of your selection.

10. ___ Call unsuccessful candidates who were interviewed. Send a written notification to all unsuccessful candidates.

11. ___ Compile all hiring documents and place in storage.