

Recruiting and Hiring Checklist Compliments of North Star NP

Activity	Comments and Recommendations
_____ Identify opening and determine recruiting strategy	Identify who will be involved at what stage and who has hiring authority. Requirements include education, experience, skills, knowledge and attributes. Think these through—do you really need a person with a Master’s in English, or are you looking for a person with good grammar, spelling, and sentence composition? Specifying a degree can disproportionately rule out certain racial groups or ages, so could be illegal if not clearly required by job. Be open-minded about the amount of experience needed. Sure, the former person did the job for 17 years, but that doesn’t mean the next person needs 17 years of experience. Does a person need to know your specific payroll system, or just know how to do payroll?
_____ Prepare job description and requirements-IMPORTANT	
_____ Get internal approval for hiring and salary	Know how high you can go in terms of your internal equity.
_____ Prepare posting	Doesn’t need to be entire job description.
_____ Post on company website and social media outlets	Your website should always be welcoming to applicants, and include the benefits of working for your organization. Post widely to ensure a diverse candidate pool. Create a list of free and paid posting locations appropriate to your organization. Suggestions: <input type="checkbox"/> Minnesota Council of Nonprofits <input type="checkbox"/> Minnesota Works <input type="checkbox"/> Craig’s List <input type="checkbox"/> MnSCU <input type="checkbox"/> Gold Pass
_____ Post on other sites	
_____ Post internally	I think it is good practice to interview every internal candidate. Also in your posting, suggest that employees help recruitment by telling their colleagues.
_____ Set up easy ways for candidates to apply	Give options: email, online, even fax.
_____ Triage your applications	Refer to your requirements.

	Consider telephone screening of top third	Clarify they meet your requirements, still want the job, and that the salary is in their expectations.
	Prepare interview questions	Questions should be job related and all candidates are asked the same questions.
	Have candidates fill out application form	Do not ask about criminal record. Do have them sign an acknowledgement of employment at will, attestation of truthfulness, and agreement to background checks.
	Have candidates fill out voluntary EEOC identification form	Keep separate from application. Do not give to hiring supervisors or interviewers.
	Offer reasonable accommodation to applicants	Consider doing this when scheduling interviews.
	Conduct interviews	Ensure interviewers are trained. While most of the time should be spent listening to the candidate, you must spend some time “selling” yourself. A written sheet describing benefits can be helpful (with notice they are subject to change).
	Administer selection tests	Selection tests, if used, must be reliable, valid, and job related. Use extreme caution.
	Make verbal offer to candidate	Follow offer letter template. Make no assurances as to their long-term future or advancement opportunities, for example.
	Prepare offer letter	Include employment at will clause, and other conditions, such as background checks, eligibility to work in the US, non-compete, and confidentiality expectations.
	Do post-offer checks such as criminal background, credit, or driving	Only if job related.
	Plan orientation and get off to a good start!	