



CSUB FOUNDATION
Department of Human Resources
Hiring Department Recruitment Checklist

Date _____
Completed _____

_____ **Department Hiring Authority** completes the Hire Authorization Form and routes for authorization signatures. These signed & completed forms, along with detailed job description, must be received five (5) work days prior to the position opening date. HR notifies the Hiring Department when documents are received and discusses any questions regarding recruitment materials.

_____ **Department Hiring Authority** identifies **Qualification Appraisal Board (QAB) Chairperson** and discusses recruitment advertising strategy with HR. HR advises hiring department on potential recruitment resources, hiring department costs, lead-times associated with each resource, and places the ad(s).
Please Note: The individual identified as the QAB Chair should be at a higher classification level than the position being recruited, and preferably in a supervisory or Administrator capacity. This individual will be the contact person for HR.

_____ **QAB Chair** schedules appointment with HR representative for recruitment orientation.

_____ **QAB Chair** receives pre-screened applications from HR department and reviews for job-related qualifications. QAB Chair and HR representative establish candidate pool to be invited for interview.

_____ **QAB Chair** submits names to HR identifying the board members to serve on the QAB. QAB Chair contacts members to determine available interview time(s) and coordinates interview location(s). Please Note: The search committee membership should consist of individuals with subject matter expertise.

_____ **QAB Chair** develops interview questions based on advertised job-related criteria and submits to HR for review.

_____ **QAB Chair** ensures all applicable recruitment forms (Qualification Appraisal Sheets, Recruitment Record, Telephone Reference Check, and candidate applications/resumes) are received from HR and prepared prior to interview.

_____ **QAB Chair** or **Hiring Department designee** contacts candidates (by phone and notice cards) and schedules for interviews.

_____ Interviews conducted resulting in candidate selected or up to 3 final candidates recommended for 2nd interview. **QAB Chair** schedules second interviews, if any. (Second interview questions must be submitted to HR for review and approval prior to conducting second interviews.)

_____ **QAB Chair** conducts reference check on final candidate and submits all completed/approved recruitment forms to HR. HR will notify the QAB Chair of recruitment process approval and discuss any questions.

_____ **HR** makes offer of employment to final candidate and notifies the Hiring Department of status.