

Recruitment - Administrative Staff

Done	Activity		Responsibility
	Determine need to fill position	Complete Request to Recruit Admin Staff doc.	HM
	Determine min. salary	HM and HR confer	HM
	Develop or update the job description.	HR can provide assistance in determining minimum and preferred qualifications.	HM
	Create Posting in PeopleAdmin	Posting goes through proper approval process	HM
	Post Position on the Web		HR
	Advertising	Draft ad and work with the HM on cost and final approval Department pays for ad	HR
	Paper Screen & Forwarding Applications	HR will identify all candidates that meet the minimum qualifications and send those that do to the hiring manager (through PeopleAdmin) for review.	HR
	Phone Screen	HM conducts phone screens – HR can assist	HM
	Scheduling Interviews	Contact candidates/schedule the interviews	HM
	Interview		HM
	Salary Determination	HM/HR confer	HM/HR
	Reference Check	Conduct 2 reference checks on the top candidate. Reference checks must include previous supervisors.	HM/HR
	Offer	Confer on offer	HM/HR
		Extend offer to candidate	HM
	Back End	Complete Recruitment Summary Report	HM
		Adjust the status of all candidate not selected in PeopleAdmin	HM
		Designate position as filled and close in PeopleAdmin	HR
	Orientation – benefit eligible only	HR will work with the HM to determine a date. HR conducts orientation Tuesdays 8:30 – 10:30AM	HM/HR
	New Hire Packet	Send out New Hire Packet. – Offer Letter, Benefits Handout, I9, W4, Direct Deposit, Reciprocity, P-file	HR
	Create Personnel File		HR
	Supervisor Toolkit		HR