

# HIRING CHECKLIST

---

- Complete Position Request Form.
- Write a Job Description describing essential job functions. (See [www.onetcenter.org](http://www.onetcenter.org)) Include any skill, education, experience or physical requirements.
- Have the job description reviewed by current employees and supervisors.
- Prepare or update Career Ladder. (See [www.onetcenter.org](http://www.onetcenter.org)) to show growth opportunities.
- Contact a recruiting agency for executive searches.
- When hiring rank and file consider an RPO like [Source 2](#)
- Place help wanted ads in a wide range of sources.
- Post on internal and external web sites.
- Provide information on Our Hiring Process.
- Accept résumés and job applications.
- Screen resumes and job applications.
- Conduct a Pre-Interview Questionnaire over the phone.
- Prepare in person interview questions.
- Conduct interviews. Involve co-employees. Consider group interviews.
- Complete Applicant Appraisal Form.
- Call references (employers, schools, etc.). Also call people other than listed “references.”
- Obtain FCRA consent and perform background checks (DMV, credit, criminal background,
- Inquire about any trade secret, non-compete, or confidentiality agreements with former employers.
- Test for job skills. See [www.shl.com](http://www.shl.com).
- immigration, education, licenses, etc.). See [Global HR Research](#)
- Perform character assessment. See [ZeroRiskHR](#)
- Write the offer or rejection letters.
- Give necessary post-offer/pre-hire drug or physical tests. See [Global HR Research](#)
- If over 15 employees consider possible job accommodation. See [askjan.org](http://askjan.org).
- Obtain I-9 Form & W-4 Form and any state withholding form.
- Memorialize the terms of employment and have the employee sign any contracts.
- Have the new employee review and sign the Employee Handbook, Employment Agreement, Arbitration Agreement, and any other applicable documents.
- Introduce the new employee to your training and orientation program.
- Pay any referral or retention bonuses.
- Provide state required pamphlets or handouts (for example, sexual harassment and workers compensation in CA. See [http://www.edd.ca.gov/payroll\\_taxes/Required Notices and Pamphlets.htm](http://www.edd.ca.gov/payroll_taxes/Required_Notices_and_Pamphlets.htm)
- Report new hire to human resources/state agency.
- Prepare for first day of work!