

Hiring Practices Checklist

- Budget confirmed for vacant position
- Requisition form completed
- Job posted
- Candidates sourced
- Applicants completed applications and voluntary EEO Forms
- Most qualified candidates selected and presented to hiring manager
- Top candidate's phone screened
- First in-person interviews arranged
- Second in-person interviews arranged
- Top candidate selected for job
- Top candidate's reference and education checks completed
- Top candidate's background check completed
- Candidate verbally offered and has accepted job
- Candidate formally offered and has accepted job in writing
- New-hire orientation set up for new hire
- Employee Action Form completed
- New hire completed and signed new-hire paperwork, including I-9, benefits enrollment, any applicable tax forms