# RECRUITMENT CHECKLIST

## Update & finalize PD.

[ ]  Position Description(s).

[ ]  Job analysis documentation.

## Internal approvals.

[ ]  Documentation of budget, classification, compensation, and appointing authority approvals.

## Develop selection strategy.

[ ]  Processing notes that describe details of how candidates are assessed & differentiated when recruiting at multiple levels (if applicable).

[ ]  Additional supporting documentation that describes the selection strategy (if applicable).

[ ]  Recruitment plan including ads, social media, and supplemental outreach efforts.

## Develop pre-hire assessment(s) & interview(s).

[ ]  Assessment instrument(s) for pre- & post-cert assessment(s) utilized (including assessments conducted outside of TAM).

[ ]  Assessment benchmarks for pre- & post-cert assessment(s) utilized (including assessments conducted outside of TAM).

[ ]  Interview questions (including initial & second interview questions, if applicable).

[ ]  Interview benchmarks (including initial & second interview benchmarks, if applicable).

[ ]  Approvals for rating panel and/or interview panel exceptions, if necessary.

## Set up job opening in TAM.

[ ]  Assessment scale.

[ ]  Cert rule.

## Post job.

[ ]  Job posting(s) with application deadline(s).

## Conduct pre-hire assessments & manage candidate pool.

[ ]  Submitted application materials including resumes & letters of qualification in TAM.

[ ]  Job Expert Certificate(s) (if applicable).

[ ]  Confirmation of Participation from raters.

[ ]  Rater scores & comments in TAM.

[ ]  Score analysis spreadsheet(s) including statistical analysis of assessments.

[ ]  Adverse impact analysis.

[ ]  Documentation of adjustments to the initial assessment (if applicable).

[ ]  Applicant, register, and cert lists from TAM.

## Conduct interviews.

[ ]  Confirmation of Participation from interviewers, including diverse/balanced panel considerations.

[ ]  Interview scheduling logs from DaySmart or elsewhere.

[ ]  Interviewer notes and remarks.

## Conduct post-interview checks on top candidate(s).

[ ]  Reference check report from SkillSurvey or conducted offline.

[ ]  Confirmation that background check was completed (if applicable).

[ ]  Documentation of P-file review (if applicable).

## Make offer(s).

[ ]  Documentation of pay analysis & approvals.

[ ]  Appointment letter(s).

## Close out recruitment.

[ ]  Reports of Action (ROAs) for certified candidates.

[ ]  Written hiring reason if hired candidate did not meet affirmative action objective.

[ ]  Applicant disposition notification (i.e., non-select letters for candidates who were not selected).

## Processing notes (e.g., initial assessment adjusted, passing point adjusted, differentiating criteria for multi-level recruitments, etc.):

|  |
| --- |
|  |

## Administrative Information

The purpose of this Recruitment Checklist is to help ensure comprehensive recruitment and selection process documentation occurs in accordance with the [General Records Schedule: Human Resources and Related Records](https://publicrecordsboard.wi.gov/Documents/GRS%20-%20Human%20Resources.pdf) for retention and management of records generated by the staffing process. HR staff are responsible for maintaining all the records as well as copies of any relevant documents created as part of the staffing process. Although use of this Recruitment Checklist is not required, HR staff are encouraged to use it, or a similar agency form to ensure all recruitment steps are completed and documented in the recruitment file (often maintained electronically) and as a training tool for new staffing specialists. Once all recruitment steps are performed, the completed checklist should also be kept in the recruitment file. The Recruitment Checklist replaces the Selection Assessment Strategy (SAS) form (DOA-15536), which has been abolished and is no longer required to complete as a part of the recruitment and selection process.