

FROM THE OFFICE OF FINANCE & ADMINISTRATION

HIRING PROCESS CHECKLIST

For Permanent Employees

BEGINNING THE PROCESS:

- ❑ **HIRING MANAGER** creates/updates job description to ensure it is current and thorough including preferred job skills, experience, and education etc. You can download a WORD Template for our [Staff Position Description Template](#) in the [Hiring Guide](#) section on myCTS.
- ❑ **HIRING MANAGER** sends a [Personnel Requisition Form](#) to notify Human Resources of the intent to hire. This requires the Hiring Manager's signature, the President's signature if it is a new position, and ultimately the VP of Finance & Administration's signature. See the [Personnel Requisition Policy](#) for details.
- ❑ **HIRING MANAGER** meets with Human Resources to confirm budget for the vacant position and to discuss the recruiting strategy.
- ❑ Job posted internally and externally as requested. See [Hiring Policy](#) for details.
- ❑ Human Resources collects resumes and forwards to Hiring Manager.
- ❑ **HIRING MANAGER** (or HR by request) [Telephone Pre-Screens](#) top candidates.
- ❑ **HIRING MANAGER** selects candidates for first-round in-person interviews.
- ❑ First in-person interviews are arranged by **HIRING MANAGER** and must include at least one other CTS member.
- ❑ Each candidate interviewed fills out a [CTS Employment Application](#). These are forwarded to HR.
- ❑ Each interviewer fills out the [Interview Candidate Evaluation Form](#) for each candidate. The form may be edited to Hiring Manager's specific needs
 - See [Interview Guidelines](#) for a link to questions sorted by the skills you are looking for and a guide on what NOT to ask.
 - NOTE: Do not write on resumes

- ❑ **HIRING MANAGER** performs second-round in-person interviews as needed.
- ❑ **HIRING MANAGER** (or HR by request) checks references of top candidate. You can download a WORD Template for our [Employee Reference Check Form](#) in the [Hiring Guide](#) section on myCTS.

BEFORE MAKING AN OFFER:

- ❑ VP of Finance & Administration and **HIRING MANAGER** discuss the candidates interviewed and the top candidate who is selected for the job. Job offer specifics are decided including approved salary range and benefits if applicable.
- ❑ **HIRING MANAGER** gives Human Resources all paperwork related to the interview process (interview notes, etc.) for record-keeping purposes
- ❑ **HIRING MANAGER** (or HR by request) makes a verbal job offer and candidate accepts the position pending a background check.
- ❑ When making an offer – generally start at the low end of the salary range. Allow room for negotiation. If negotiations go higher than the budgeted amount, refer to VP of Finance & Administration for guidance and final approval of amount.
- ❑ See [Benefit Summary](#) for full-time permanent employees.
- ❑ Note: insurance benefits go into effect the first of the month after 30 days of employment.
- ❑ Be sure to nail down a start date.
- ❑ **HIRING MANAGER** completes a [Payroll Change Form](#) for new hire and submits to Human Resources.
- ❑ If Background check and references are satisfactory, Human Resources emails Candidate a formal employment offer letter signed by the VP of Finance & Administration.
- ❑ Candidate signs the offer letter and returns to HR to formally accept the job.
- ❑ **HIRING MANAGER** sends a “Thank you but not Chosen” letter to external candidates who were interviewed but not selected. See [Rejecting a Candidate](#) for instructions.

- ❑ Human Resources sends a “Thank you but not Chosen” letter to internal candidate(s) not selected.

ON-BOARDING YOUR NEW HIRE:

- ❑ **HIRING MANAGER** completes the [IT Resources New Hire Form](#) found on the myCTS [Hiring Guide](#) page (below documents) for IT needs including email, network access, shared drives, and equipment; Communications & Marketing also uses this information to draft the New Hire’s website directory.
- ❑ **HIRING MANAGER** completes the [Business Card Order Form](#) found on the myCTS [Hiring Guide](#) page (below the IT Resources New Hire Form) for business cards if needed.
- ❑ **HIRING MANAGER** sends out an email communication to staff and faculty announcing the New Hire.
- ❑ Communications & Marketing sends the New Hire a “Welcome to CTS” email confirming the person’s website directory listing and headshot, reminding them of the business card link and procedures, and providing their myCTS credentials.
- ❑ **HIRING MANAGER** sets up time for New Hire to meet with the Controller for orientation and IT Systems Administrator to receive computer and phone tutorial.
- ❑ **HIRING MANAGER** discusses office space needs with Director of Facility. If the same office is not still available, discuss with the VP of Finance & Administration.
- ❑ **HIRING MANAGER** discusses whether a public announcement is needed with Director of Marketing & Communications.
- ❑ Human Resources ensures onboarding paperwork is completed including I-9, benefits enrollment, federal and state tax forms, employee file is created, physical mailbox added, and phone directory updated.