

RECRUITMENT AND SELECTION CHECKLIST

Department/Unit: _____ Date Prepared: _____

HRS Position Title: _____ Req. # _____

Department Title (if different from above): _____

Pre-Recruitment

Y N

- The department/unit prepared or updated the job description so that the requisition accurately reflects the position's current job duties, qualifications, working conditions, and physical and mental requirements.
- The department/unit determined recruiting goals and confirmed whether position is in a job group where the availability of qualified women or minorities is significantly greater than their incumbency in a job group (f/k/a underutilized).
- Created search plan based on department/unit recruiting and affirmative action objectives. Check all that apply.
 - Web Advertising: _____
 - Professional Organizations: _____
 - Trade & Professional journals: _____
 - Newspaper Ads: _____
 - Radio Ads: _____
 - Community Outreach: _____
 - Government programs & resources: _____
 - Job Fairs: _____
 - College & University career services or placement centers: _____
 - Military placement centers: _____
 - Search Firm: _____
- Submitted expanded outreach efforts to HRS-Staffing and Recruitment if the availability of qualified women or minorities is significantly greater than their incumbency in the job group.

Pre-Offer

Y **N**

- Identified recruitment efforts below and, if necessary, expanded outreach. Check all that apply.
 - Web Advertising: _____
 - Professional Organizations: _____
 - Trade & Professional journals: _____
 - Newspaper Ads: _____
 - Radio Ads: _____
 - Community Outreach: _____
 - Government programs & resources: _____
 - Job Fairs: _____
 - College & University career services or placement centers: _____
 - Military placement centers: _____
 - Search Firm: _____
- Posted position for a minimum of seven days.
- Reviewed resumes and profiles of all candidates to confirm that they satisfy basic qualifications and identified applicants for phone or other prescreening.
- Updated UChicago Jobs by dispensing candidates who do not meet basic qualifications.
- Developed prescreen (i.e., phone screen) questions, if applicable, and consistently implemented prescreening process.
- Completed prescreen.
- Updated applicants' status in UChicago Jobs and selected appropriate not hired reasons for applicants eliminated from consideration.
- Documented interviewers, standardized questions, and other information.
- Conducted interviews.
- Confirmed that all applicants who participated in prescreen and interviews completed online application/profile.
- Updated status in UChicago Jobs of interviewed applicants.
- Confirmed completion of job-related assessment tests, if applicable.
- Selected finalist and confirmed meets the basic qualifications.
- Confirmed references, with the exception of current employer/supervisor, have been checked.

- Reviewed career planner for available data and evaluated similarly situated* staff employees in the department/unit to ensure pay equity or if it is a union represented position confirmed compensation and union preference, if any, are consistent with union contract.

Y N

- Are there other staff employees in the department in the same job classification?
- If so, is there a difference in pay of \$1000.00 or more between the applicant and any other staff employee in the same job classification?

Please list the job related factors impacting the pay difference(s): _____

- Sent draft offer letter to HRS-Staffing and Recruitment for approval prior to making verbal offer.
- Received confirmation from HRS-Staffing and Recruitment that starting salary is appropriate and offer letter is approved and ready for dissemination.

Name: _____ Title: _____

Phone: _____ Email: _____

Please submit the checklist with the Pre-Recruitment and Pre Offer sessions to the Recruitment Manager with the draft offer letter. _____ =KO/O
 _____ y# _____ K .

* Employees are considered “similarly situated” when (i) their positions are classified in the same job classification; (ii) they are employed in the same department; and (iii) they perform equal work on jobs requiring equal qualifications, effort, and responsibility, and under similar working conditions.

Post-Offer

Y **N**

- Completed and forwarded final search plan to HRS – Staffing and Recruitment (if a search firm was used, confirmed search firms final search plan and files have been forwarded to HRS-Staffing and Recruitment).
- Attached final offer letter.
- Confirmed applicant meets the basic qualifications.
- Completed reference check and received confirmation that applicable background check completed and cleared. Check all that apply.
 - References checked
 - Contacted previous supervisor(s) of internal applicant
 - Employment verification
 - Academic credential verification
 - Professional license and certification
 - Motor vehicle record check
 - Criminal history
 - Credit history (if bona fide occupational requirement)
- Updated applicants’ status in UChicago Jobs and selected not hired reasons for applicants eliminated from consideration.
- Contacted internal applicants who interviewed but were not selected.
- Reviewed career planner for available data and evaluated similarly situated staff employees in the department/unit to ensure pay equity.
- Filed recruitment and selection records and confirmed storage in an accessible location for three years following the date of the last action on the position.
- Sent requisition to HR Wrap-Up in UChicago Jobs to process closing report.
- Forwarded new hire paperwork to HRS-Records.

Name: _____ Title: _____

Phone: _____ Email: _____

Please submit the fully completed Recruitment and Selection Checklist by saving the form onto the "Documents" tab in UChicago Jobs.