

Search File Audit Checklist

Requisition:		Date Posted:	
Position Title:		Date Filled:	
AAP Code:		Days Open:	
Department:		Start Date:	
Hiring Mgr:		Date Audited:	
HR Admin:		UHRM Auditor:	

Underutilization	N	Y	Details
Underutilized?			

Recruiting	N	Y	Details
Search plan developed?			
External job posting?			
Did UHRM review all external job postings?			
Were the general summary and qualifications accurate?			
Were job seekers directed to apply online?			
Did all external job postings contain the AA/ EOE tagline?			
Was everyone that was considered asked to apply online?			
Were applicants reviewed for meeting basic qualifications?			
Statuses changed to "Does not Meet Qualifications-Manual"?			
Was the EEO report assessed prior to reviewing resumes?			

Extra Efforts	N	Y	Details
Were extra efforts made to increase the applicant pool?			
Extra efforts for women?			
Extra efforts for minorities?			

>>> additional documentation is required

Phone Screens	N	Y	Details
Were Phone Screens conducted?			
How was the applicant pool narrowed for phone screens?	>>>	>>>	
Which applicants were phone screened?	>>>	>>>	
What were the phone screen questions?	>>>	>>>	
Who conducted the phone screens?	>>>	>>>	
Were the phone screen questions job related?			
What were the answers?	>>>	>>>	
Were the phone screen questions asked consistently?			
Were the statuses changed appropriately?			

Interview	N	Y	Details
How was the applicant pool narrowed for interviews?	>>>	>>>	
Which applicants were interviewed?	>>>	>>>	
Who conducted the interviews?	>>>	>>>	
Interview panel included women?			
Interview panel included minorities?			
What were the interview questions?	>>>	>>>	
Were the interview questions job related?			
What were the answers?	>>>	>>>	
Were the interview questions asked consistently?			
Were the statuses changed appropriately?			

Testing	N	Y	Details
Were the interviewees tested?			
What were the tests?	>>>	>>>	
Were the tests applied consistently?			
How were the scores evaluated?	>>>	>>>	

Reference Check	N	Y	Details
Which applicants were reference checked?	>>>	>>>	
Who conducted the reference checks?	>>>	>>>	
Who were the references?	>>>	>>>	
What were the reference check questions?	>>>	>>>	
Were the reference check questions job related?			
What were the answers?	>>>	>>>	
Were the reference check questions asked consistently?			
Were the statuses changed appropriately?			

Selection	N	Y	Details
What criteria were used to select the New Hire?	>>>	>>>	
Are there documented reasons why other applicants were not selected?			
What were the not selected reasons?	>>>	>>>	

Offer	N	Y	Details
How did you develop your salary offer?	>>>	>>>	
Was the salary offer equitable?			

Background Check & MVR	N	Y	Details
Was the background check cleared?	>>>	>>>	
Was the Motor Vehicles Records (MVR) check cleared?	>>>	>>>	