

RECRUITMENT CHECKLIST

Job/Working Title:		Recruitment ID/Cert#:				Job Announcement Code:		
Hiring Manager (HM):		HR Specialist:				Recruitment Type:		
Date Request To Fill (RTF) Initiated:		Career Executive <input type="checkbox"/> Yes <input type="checkbox"/> No Staffing Delegation <input type="checkbox"/> Yes <input type="checkbox"/> No Classification Delegation <input type="checkbox"/> Yes <input type="checkbox"/> No Pre-Cert Background Check <input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Transfer <input type="checkbox"/> Related Register <input type="checkbox"/> Open <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> ER-MRS 27 <input type="checkbox"/> W-2 Transfers: <input type="checkbox"/> must take assessment # of Vacancies: Cert Rule:		
Date Approved To Fill:	Date Certification Requested:							
Date Cert Due:	Date Cert Created:							
Date First Offer Due:	Date of First Offer:							
Task		HM	HR	AA	DPM	Timeframe/Requirements	Planned	Actual
Preliminary Activities								
1.	Hiring Manager submits Request to Fill and PD.	X				HR classifies position description and submits Request to Staff/Fill for approval		
2.	Initial discussion of Selection Assessment Strategy and outline staffing plan.	X	X			HR researches previous recruitment to provide potential guidance to hiring manager. Also includes planning target dates for completion of process.		
3.	Complete internal transfer process (if applicable).		X			If internal transfers will be considered prior to open recruitment, HR will post opportunity internally.		
4.	Complete the Job Analysis, Selection Assessment Strategy and Job Expert Certificate (if applicable).	X	X			Hiring Manager and other SMEs involved in the assessment process (other than the hiring manager) will need to complete the Job Expert Certificate. HR and Hiring manager conduct job analysis which includes identifying minimally required and preferred from PD.		
5.	Create assessment tools.	X	X					
6.	Identify panel members (including interviewers).	X				Minimum two diverse panel members, best practice three.		
7.	Finalize Selection Assessment Strategy & Job Analysis form.	X	X			HR will review assessment tools for approval.		
Cert Request to Cert Created						30 calendar day limit from Date Cert Requested to Date Cert Created		
8.	Publish Announcement.		X			Minimum application period per policy = 7 calendar days.		
9.	Conduct recruitment; place ads, social media, outreach.	X	X	X	X	HR informs AAO of open recruitment and strategies.		
10.	Submit interview questions and benchmarks for approval.	X	X	X		AAO approves interview questions/benchmarks, if not previously approved.		
11.	Email confirmation to panel members.		X			Email includes statement regarding confidentiality and fair and unbiased assessment practices.		
12.	Prepare materials for panel, brief panel and set review date.		X			If scored, must have panel briefing.		
13.	Enter and analyze assessment results, create register.		X					
14.	Send Cert list to hiring manager.		X					
Cert Created to Offer						30 calendar day limit from Date Cert Created to Date First Offer Due		
15.	Apply additional assessment(s), if applicable. <i>(Repeat #13, enter and analyze)</i>	X	X			Screen may be applied prior to or post Cert. If scored, must have panel briefing.		
16.	Conduct interviews and check references.	X						
17.	Prepare and receive required written hiring reason.	X	X			Hiring Manager submits a written reason for hiring decision (BAA specified options) and hiring justification (recommended) for the recommended hire to HR for approval.		
18.	Conduct background check. Verify Selective Service registration, Veteran Status and Vet disability (if applicable).		X			For veteran verification review DD214 and federal disability rating document (if applicable). Enter completed background check into person profile.		
19.	Make job offer and create appointment letter.	X	X			Hiring Manager makes offer of employment. Once offer is accepted HR will create and send appointment letter		
20.	Enter hire into necessary system(s).		X			This includes the HM's hiring reason decision (BAA specified options).		
Comments:								