

YOU SHOULD REMOVE THIS TEXT BEFORE USING THE FORM IN YOUR WORKPLACE

HR411® Hiring Checklist

This checklist provides a step-by-step overview of the hiring process. Related resources can be found to the right of each step. For more detailed information on the hiring process, read our Hiring Guide.

QUESTIONS ABOUT HIRING? Contact the [HR HelpDesk](#) to speak with an HR Professional

Hiring Steps	Related Resources
<input type="checkbox"/> Determine staffing needs Determine reason for the opening and the type of employee that will best fit your needs (i.e., full-time, part-time, or temporary worker).	Forms: <ul style="list-style-type: none">• Determining Staffing Needs
<input type="checkbox"/> Conduct a job analysis Analyze the job and describe key attributes and skills necessary to successfully perform the job.	Forms: <ul style="list-style-type: none">• Determining Job Requirements• Job Requirements Checklist• Job Trait Survey
<input type="checkbox"/> Create and post a job ad Create a job ad and post it in the newspaper and/or online.	Forms: <ul style="list-style-type: none">• Job Posting Checklist• Recruitment Preparation Tip of the Week: <ul style="list-style-type: none">• Writing Job Ads to Attract Talent
<input type="checkbox"/> Screen resumes Review resumes and evaluate applicants' employment history, experience and qualifications.	Forms: <ul style="list-style-type: none">• Applicant Acknowledgment Letter• Reviewing Resumes Checklist
<input type="checkbox"/> Request applicants complete an application form After screening resumes, request that candidates complete an application. Review applications carefully for gaps in employment history, reasons for leaving previous jobs, and relevant qualifications.	Forms: <ul style="list-style-type: none">• Application for Employment• Reviewing Applications Checklist Newsletter Article: <ul style="list-style-type: none">• Identify Red Flags with Employment Applications
<input type="checkbox"/> Conduct telephone interview Conduct a 20-30 minute phone interview before scheduling an in-person interview.	Forms: <ul style="list-style-type: none">• Phone Screening Form

☐ **Conduct an in-person interview**

Meet in-person with the candidates that passed the initial phone interview.

Forms:

- [Planning the Interview](#)
- [Permissible Questioning](#) and [Sample Questions](#)
- [Interview Summary Form](#)

Tip of the Week:

- [Interviewing Do's and Don'ts](#)

☐ **Make a selection decision**

Compare and rank candidates to identify those that best fit your needs.

Forms:

- [Applicant Evaluation](#)
- [Candidate Selection Checklist](#)

☐ **Extend an offer**

Extend an offer contingent upon the results of a background check.

Forms:

- [Offer of Employment Worksheet](#)
- [Offer Letter](#)

☐ **Conduct background & reference checks**

After obtaining authorization from the applicant, conduct background checks and reference checks in accordance with applicable law.

Forms:

- [Authorization & Release](#)
- [FCRA: Summary of Rights](#)
- [Reference Release Form](#)

Compliance:

- [State & Federal Compliance Database](#)

Tip of the Week:

- [8 Guidelines for Conducting Background Checks](#)

☐ **Confirm offer and send new hire paperwork**

Following the results of a background check, contact the candidate to confirm your offer and send new hire paperwork.

Forms:

- [Orientation Package](#)

☐ **Send rejection letters**

Send rejection letters to the candidates that were not selected.

Forms:

- [Letter of Rejection](#)

Tip of the Week:

- [Do's & Don'ts of Applicant Rejection Letters](#)