

Human Resources

HireSMART! Checklist
Classified Staff and Service Professional Positions

Please complete this Hire Smart! Checklist cover sheet in its entirety, print and submit it with the hiring packet to Human Resources for record retention immediately following a successful hire. If you need individualized support, please contact the [Human Resources office](#) or for detailed instructions, please refer to the [Hire Smart! Toolkit](#).

A. Position Information

Job Title: _____ Vacancy #: _____
Department: _____ Phone: _____
Name of Successful Candidate: _____

Affirmative Action Goals for the position:
_____ % Women _____ % Minorities

Actual Affirmative Action numbers from the posting:
_____ % Women _____ % Minorities

This position was not in an underrepresented category.

You can access the [Affirmative Action Plan](#) for current goals or contact the [Equity and Access Office](#) (EAO) if it is determined that there is an employment deficiency in this position.

B. Screening/Selection Committee Members. Indicate the committee chair person.

Full Name	Job Title	Department or Affiliation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Hiring Packet Checklist

Please compile all of the listed mandatory documentation in the following order and submit to Human Resources for records retention. For more in-depth instructions for each item, please refer to the [Hire Smart! Toolkit](#).

	Enter Information	Description of Documentation to be Submitted	HR Use Only Received Yes or No
1	<input type="checkbox"/>	Initiate ePAR	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<input type="checkbox"/>	Hiring memo.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	<input type="checkbox"/>	Completed application matrices.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<input type="checkbox"/>	Interview questions and responses.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	<input type="checkbox"/>	Applicant statuses entered in PeopleSoft.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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6	<input type="checkbox"/>	Reference checks documentation .	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	<input type="checkbox"/>	Salary offer calculator . (If required).	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	<input type="checkbox"/>	Offer letter for salary and position sent to the candidate.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the salary offer outside of the posted range? If yes, contact HR.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Date:	Confirmation date of completed employment and criminal background investigation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	<input type="checkbox"/>	If applicable, pre-employment testing documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the position a department only posting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	<input type="checkbox"/>	Identify and list all advertising sources.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	<input type="checkbox"/>	Copies of all correspondence with applicants (emails, letters, withdrawals, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Date:	Date correspondence was sent to non-selected applicants.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	<input type="checkbox"/>	Other information that may assist in validating the department's hiring decision.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	<input type="checkbox"/>	All original applications and supporting materials for all interviewed candidates, including the selected candidate's original signed application.	<input type="checkbox"/> Yes <input type="checkbox"/> No

D. Hiring Supervisor's Verification Statement:

I verify that consideration was given to all applicants regarding affirmative action, policies and procedures. I further certify that all applicants interviewed meet minimum qualifications.

Signature: _____

Printed Name: _____ Date: _____