DRURY UNIVERSITY
STAFF RECRUITING PLAN CHECKLIST

When a vacancy occurs in a department, a Human Resources representative will meet with the hiring supervisor to review the following items before a job is posted or advertised.

| Department _______________________________ | Position _______________________________ |
| Hiring Supervisor ___________________________ | Date of Vacancy __________________________ |

- If the position is to replace someone in an existing position, approval to fill the position will need to be obtained from the President by Human Resources.
- If the position is not budget-neutral or is a new position, a Staff Employment Requisition form, with all approval signatures, will need to be submitted to Human Resources.
- The entry salary, length of appointment (i.e. how many months - 9, 10, or 12), and target start date will need to be confirmed and/or established.
- The job description must be reviewed or developed: includes the minimum qualifications, appropriate FLSA and IPEDS classification.
- The supervisor may consider department members for possible internal candidates and/or promotions.
- A recruiting plan is developed. The type of posting will be determined: departmental posting (email to hiring department staff); internal posting (e-mail to faculty and staff); external posting (Drury website); internal and external posting w/ no advertising; or internal and external posting w/ advertising. Postings must allow one week for responses.
- If advertising is requested, the location and timing of ad(s) is determined by the hiring department and HR.
- The closing date for applications may be set, but is not required.
- The ad text is developed and must be approved by Human Resources.
- The process for screening is determined:
  - Screening criteria
  - Reminders about notes/writing/marks, etc. on apps and resumes
  - Who will screen, i.e. HR then refer, the individual supervisor, or a screening committee?
- HR will collect apps and send replies, job descriptions, and AA cards; applications received by the department should be forwarded to HR.
- A determination has been made on whether or not skill tests or the Management Readiness Profile is to be administered. An approximate timetable for testing is established.
- The process for referral by HR to the department has been determined.
- Determination made as to who will contact the candidates regarding testing or interviewing.
- Agreement reached on what the interview process will be; and who will interview and when?
- The hiring supervisor understands that all applicants who are tested and/or interviewed must complete a Drury employment application containing the release for background and security checks.

(Continued on reverse)
The supervisor is instructed to complete a review of interview do’s and don’ts. Other individuals who will be involved in interviews for the position is asked to also complete a review of interview do’s and don’ts. HR provides a link to web pages with information on permissible and improper interview questions.

Questions and information about employee benefits, other than the very basics, should be handled by H.R. The department should not waste a lot of time on this issue during the interview process -- the person may not even be hired.

Department reminded about the web pages outlining the interview process, which includes a link to the Interview Evaluation Form.

Agreement on who will be conducting and documenting the reference checks, prior to requesting that HR order a security background check.

HR and the hiring department will review the reference checks before the department informs HR of its final decision. At that point a background check may be requested.

If the position requires a pre-employment physical or drug screen, HR or the hiring supervisor will need to make a tentative job offer, contingent on the applicant passing the appropriate screening, before an appointment with Drury’s physician will be scheduled.

Determination made on who will call the applicant to make the final job offer once the pre-employment physical and/or drug screening is completed and HR indicates that all result are OK.

Department will inform HR of the start date, once it has been established.

HR will prepare the appointment letter and send it to the new employee, with copies going to HR, Payroll, and the supervisor.

The department will return all resumes and applications to HR, along with the interview evaluation forms and interview notes for all those interviewed.

HR will notify applicants who were not selected that the position has been filled.

HR will prepare and send the supervisor a departmental orientation checklist to use to help welcome and acclimate the new employee to the department. This checklist should be completed during the employee’s first week.

As part of the department orientation checklist, the hiring supervisor should review the new employee’s job description and performance evaluation form with the employee.

HR will give the department a handout on things to do before the new employee’s first day.

HR will schedule the new employee for organizational and benefit orientation.

HR will assign a Peer Host to the new employee, if the employee indicates an interest in participating in the Peer Support Program.

Reviewed on ______________________, 20 ___, by:

____________________________________
Human Resources

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Hiring Supervisor