

**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't's. Other individuals who will be involved in interviews for the position is asked to also complete a review of interview do's and don't's. 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

\_\_\_\_\_  
Hiring Supervisor