



## HIRING CHECKLIST

PROCESS	RESOURCE
<input type="checkbox"/> Conduct a job analysis (define the position) <input type="checkbox"/> Create or update a job description. <input type="checkbox"/> Create or update a job posting. <input type="checkbox"/> Have the job description & posting reviewed by current employees and supervisors (if needed).	<input type="checkbox"/> Job Description/Posting Guide
<input type="checkbox"/> Create a recruitment plan. <input type="checkbox"/> Post the job internally. <input type="checkbox"/> Place the job externally using a wide range of sources.	<input type="checkbox"/> Recruitment Planning Guide <input type="checkbox"/> Aspiring to Good Hiring Newsletter <input type="checkbox"/> Recruitment Resource List
<input type="checkbox"/> Accept and respond to job applications. <input type="checkbox"/> Screen applicants. <input type="checkbox"/> Prepare interview process and questions. <input type="checkbox"/> Conduct interviews. <input type="checkbox"/> Evaluate and decide on candidates. <input type="checkbox"/> Call references (employers, schools, etc.).	<input type="checkbox"/> Sample Acknowledgement Letter <input type="checkbox"/> Applicant Database Template <input type="checkbox"/> Sample Interview Questions <input type="checkbox"/> Applicant Assessment Matrix <input type="checkbox"/> Do's/Don't's/MCAD Reference Chart <input type="checkbox"/> Reference Check Form & Tips
<input type="checkbox"/> Perform background checks (CORI).	<input type="checkbox"/> Sample CORI Request Form <input type="checkbox"/> Sample CORI Appropriateness for Hire <input type="checkbox"/> Sample CORI Consent form



# Center for Training & Professional Development

25 West Street, 3<sup>rd</sup> Floor, Boston MA 02111 \* Tel: 617-988-2605 \* Fax: 617-988-8708 \* website: [www.jritraining.org](http://www.jritraining.org)

PROCESS	RESOURCE
<input type="checkbox"/> Write the offer (preserve “at will employment status) or rejection letter.  <input type="checkbox"/> Create orientation plan	<input type="checkbox"/> Sample Hire Letter and Rejection Letter  <input type="checkbox"/> Orientation Checklist <input type="checkbox"/> Sample Orientation Training Program <input type="checkbox"/> Newsletter/10 Best Practices