

Recruitment Checklist

Position Number: _____

Step	Action	Initials/Date
<i>Review Job Description</i>		
1	The job description accurately describes the position.	
2	The position was reviewed by Human Resources on _____ (must be within the past 3 years – if not, contact Human Resources at (405) 744-2909. This updated position description is available online at the OSU Jobs System.	
3	The established hiring range of _____ is acceptable.	
<i>Posting the Position</i>		
4	Complete the request for <i>Authorization to Fill Position</i> and submit for review.	
5	Develop recruitment plan (develop search committee, prepare interview questions, etc.)	
6	Create a listing from the updated job description on the OSU Jobs System. Include appropriate advertisement copy, if applicable.	
<i>Review Applications</i>		
7	Perform and document initial review of applications.	
8	Schedule and conduct Interviews.	
9	Identify final candidate(s).	
10	Perform reference checks.	
<i>Hiring Process</i>		
11	Determine initial pay and route for approval PRIOR to disclosing an offer to the candidate. Complete compensation adjustment request and forward to Human Resources, if applicable. Upon approval extend formal offer and enter into salary negotiations with final candidate.	
12	Receive acceptance from selected candidate.	
13	Request criminal background check/MVR check from Human Resources (if required).	
14	Change status of all non-selected candidates. Automatic emails will be sent via the OSU Jobs System thanking applicants for their interest in position.	
15	Once HR has deemed the candidate is eligible for hire upon the completion of the background check, change the status of the finalist to Hired on OSU Jobs.	
16	Perform Payroll signup (within 3 days of hire).	
17	Schedule Benefits and New Employee Orientation enrollment (w/in 30 days of hire) - https://hr.okstate.edu/new-hire-orientation-benefits-registration-form	

**Maintain all records regarding recruitment for a minimum of three years.
Recruitment records include the job announcement, interview notes, reference
and other actions taken during the recruitment period.**