Hiring Process Checklist

- Develop interview questions and rating criteria (can refer to ‘Forms & Offer Letters’ for samples under ‘Interview Questions’:
  https://www.hr.upenn.edu/policies-and-procedures/forms/recruitment-and-staffing-forms)

- Identify and record interview panel/search committee

- Disposition Candidates (e.g. if application was not reviewed, select: Application Not Reviewed; if applicant rescinds candidacy, select: Withdrawn)

- Record interview panel/search committee questions & notes

- Collect feedback from all interviewers (e.g. can be in the form of evaluation form, written notes, etc.)

- Conduct reference checks (e.g. SkillSurvey)

- Include hiring justification (e.g. see ‘Reason for selection of recommended applicant’ in Hiring Proposal)

- Offer letter

- Collect all documentation related to hiring process (writing samples, tests, etc. – these can be uploaded under ‘Other Hiring Documents 1 &2’ in Hiring Proposal Section)

If applicable:

- Collect Search Firm Agreement
- Collect External advertising documents (e.g. JobElephant)

*Please note most, if not all, of the above documentation can (and should) be uploaded to the hiring proposal.