Hiring Checklist

Identification, Recruitment, Screening, Selection, & Onboarding

This checklist provides a quick overview of the essential steps in navigating the hiring process at Hampshire College. While the checklist offers some basic steps, it doesn't include detailed explanations. For detailed information about Hampshire College's policies and procedures related to the hiring of employees, please refer to the Hampshire College Hiring Guide. Any questions related to this checklist or the Hiring Guide can be directed towards human resources.

Phase 1: Identification

	Update job description using the new *Job Description Template* and following the *Completion Guidelines for Supervisors*
	Determine salary range in coordination with the Senior Director of Human Resources
	Complete *Request to Fill Form,* acquire all required signatures, and submit to Human Resources
	Determine if a search committee is necessary
	If required, determine search committee composition in consultation with HR and IDI

Phase 2: Recruitment

	Review job posting with HR
	Consider how the search will reach underrepresented groups and minorities
	Identify where the posting will be advertised

Phase 3: Screening

	Review the responsibilities and protocols for hiring as outlined in the Hiring Guide
	The Supervisor/Search Chair logs into the ATS and reviews steps and protocols
	If there is a Search Committee, Search Chair enters committee members into the ATS
	Establish selection criteria for screening applicants
	Initially screen applications by ranking applicants in the ATS

	Determine a short list of diverse applicants for phone screening
	Conduct phone screenings (review position, send the applicant the job description for first interview, reiterate salary range, confirm applicant's continued interest, schedule a first interview)
	Conduct the first interview with applicants on the short list.
	Rank applicants in the ATS and determine the finalist pool ensuring the pool is still comprised of a diverse group of applicants
	Conduct the second interview with finalists
	Conduct interviews with sub groups if appropriate
	Conduct skill evaluation or test if appropriate
	Conduct reference checks

Phase 4: Selection

	Review results of interviews, skill evaluations, tests, and reference checks against established criteria
	Supervisor considers input of search committee and makes selects the final candidate(s)
	The Supervisor/Search Chair notifies HR of the selection to discuss final salary and potential start date.
	The Supervisor/Search Chair makes a verbal offer to finalist(s) contingent upon educational verification, physical exam, and final approval of VP, President, and Director of Human Resources
	The Supervisor/Search Chair notifies HR whether or not the employee verbally accepted the offer and the agreed upon start date. HR performs educational verification and coordinates physical exam if necessary.
	The Supervisor/Search Chair completes a *New Hire Form*, obtains required signatures, and submits to Human Resources
	The Supervisor/Search Chair personally notifies the finalist(s) who were not selected
	The Supervisor/Search Chair identifies the new hire on the ATS and closes the search

Phase 5: Onboarding (Prior to First Day)

	The Supervisor considers the new employee's technology needs and completes a *New Employee Computing Request Form* and the *New Employee IT Checklist*
	The Supervisor considers and plans for space, equipment, and supply needs for the new employee to perform their work
	Schedule any training for the new employee applicable to the new position
	Develop an orientation plan for the employee's first few days & weeks. How will they feel welcomed and valued?
	Consider, identify, and coordinate the connection with a potential mentor on campus to assist the employee with adapting to the culture and community

Onboarding (First Day)

	Noticeable act to welcome new employee (i.e. gift bag and card waiting on their desk, take them to lunch on first day, welcome banner in the office, etc.)
	Tour assigned work space, building, and immediate area and introduce employees
	Identify location of restrooms, refreshments, and break areas
	Ensure employee turns in required paperwork to Human Resources
	Ensure employee can log into email and user accounts and completes FERPA training online
	Review department's organizational structure, mission, and relation to the College
	Ensure employee applies for vehicle registration sticker on the Hub
	Ensure employee requests a Hampshire ID card through Campus Safety
	Review the department's policies/procedures including:
	Working Hours
	Telephone, email, and internet use
	Timecard procedures and deadlines
	Office organization (keys, files, supplies, etc.)
	Office resources (directories, staff listings, manuals, etc.)

Onboarding (First Week)

	Review work area to ensure needed equipment and supplies are in place
	Review procedures for calling-out and use of paid time off
	Direct them to employee manual
	Review emergency procedures (i.e. evacuation)
	Review work hazards and reporting injuries
	Review department confidentiality requirements
	Review probationary period (timelines, evaluation, expectations, etc.)
	Establish regular supervision meetings

Onboarding (First Month)

	Monitor and provide feedback on employee's initial progress and performance
	Assess and adjust training needs and other supports based on initial performance
	Conduct mid-probation performance evaluation after one month

Onboarding (First Three Months)

	Monitor and provide feedback on employee's initial progress and performance
	Assess and adjust training needs and other supports based on performance
	Conduct performance evaluation before the conclusion of the 90-day probation period

Position: _____

Dept/Div: _____

Employee Name: _____

Date of Hire: _____

End Date of 90 Day Probation: _____

Supervisor Name: _____