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| RECRUITMENT CHECKLIST |

**RECRUITMENT INFORMATION**

|  |  |
| --- | --- |
| **Recruitment #** |  |
| **Class Title (No.)** |  |

**GETTING STARTED**

[ ]  Request to fill vacancy via the [Hiring Review Process](http://mine/mine/AD/main/budgetPrep.cfm)

[ ]  Complete JobAps Requisition

[ ]  Review Recruitment History for Position

[ ]  Review EEO/Demographic Data for Position

**PLANNING & PREPARATION**

**Describe the Position**

[ ]  Job Analysis

[ ]  Position & Ideal Candidate Statements

[ ]  Review Class Specification for Consistency

**Identify Applicant Evaluation Methods**

[ ]  Select Testing/Examination Steps

[ ]  Develop Supplemental Questions for Application (If Needed)

**Develop Outreach Plan**

[ ]  Develop Advertising Plan

* Outside Advertising
* County of Marin Affinity Groups

[ ]  Social/Professional Networking Plan

**Recruitment Timeline**

[ ]  Determine Application Filing Timeline

[ ]  Schedule Screening/Examination Timeline

**RECRUITMENT**

[ ]  Announce Recruitment per Outreach Plan

[ ]  Review Applications for Qualifications

[ ]  Complete Testing/Examination

* Highly Qualified Review, Oral Board, Written Examination, Skills Testing, etc.

**SELECTION & HIRING**

**Interview Candidates (See Interview Checklist)**

**Select Candidate(s)**

[ ]  Complete Reference Checks

[ ]  Offer Letter

[ ]  Complete Background Process

**Notify Candidates Not Selected**

[ ]  Prepare and Send Not Selected Letters

**Onboarding (See** [**Onboarding Toolkit**](http://www.marincounty.org/depts/hr/divisions/organization-development-and-training/onboarding-toolkit)**)**