



Hiring Manager's Checklist

Please ensure to follow the steps below when hiring a new employee.

- Hiring manager notifies Human Resources of the vacant position and reviews/make any necessary changes to EWP for position.
- Hiring manager works with Human Resources to confirm budget for vacant position by sending in [Form 8.35 Agency Hiring Request](#) (located on our intranet).
- Human Resources and hiring manager discuss job description, needs of the department, preferred job skills, etc. by hiring manager sending in [Form 8.36 Job Posting Detail](#) (located on our intranet).
- Once [Form 8.35 Agency Hiring Request](#) has received full approvals from budget manager, State Forester and Secretary office, the position is posted internally and externally through state hiring system.
- Human Resources ensures applicants have completed application forms, and voluntary EEO Forms. Once position has closed hiring managers must complete [Form 8.37 Candidate Screening](#) and [Form 8.38 Interview Selection](#) (located on our intranet) and submit to Human Resources office.
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- Human Resources office will set up interviews with candidates that have been identity by hiring manager.
- Human Resource office will create interview packets and provide to hiring manager/interview panel with all appropriate forms to be filled out and returned to the Human Resources office at the end of interviewing process.
- First round interviews with hiring managers are conducted.
- If needed second round interviews with hiring manager are conducted.
- Human Resources and hiring manager discuss candidates and the top candidate is selected for the job.
- Top candidate's reference checks are completed by hiring manager.
- Human Resources Director will then provide hiring manager with salary offer.
- Hiring manager will make verbal offer to candidate.
- Once candidate has accepted verbal offer, Human Resources collects all paperwork related to the interview process (applications, interview notes, and all forms provided in interview packet) for recordkeeping purposes.
- Interview panel completes and signs Recommendation for Hire and forwards to Human Resources. Human Resources adds salary and date of hire then forwards to State Forester for approval. Human Resources extends formal offer letter after receiving approved Recommendation for Hire from State Forester.
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- Fingerprinting and on-line background check release forms are included with the offer letter for candidate to complete and return to human resources before date of hire.
- Human Resources sends communication to other candidates notifying them that the position has been filled.
- Onboarding schedule is set up for new hire.
- Human Resources ensures onboarding paperwork is completed including I-9, benefits enrollment, federal and state tax forms, etc., and new employee file is created.