

Recruitment/Hiring Checklist

For All Campus Positions

Faculty (Tenure-track/Non-Tenure/Adjunct/Temporary),
Staff (MPEA, non-MPEA), Administrative (Contract-Professionals, etc)

Personnel Officer Patti Lake 406-683-7010, patricia.lake@umwestern.edu ~

When a position (new or continuing) has been approved by the proper authority please utilize this checklist to ensure equitable and proper employment recruitment.

Pre-recruitment:

_____ Meet with Personnel Officer for AA/EEO Training

Personnel Officer has reviewed and approved:

_____ Proposed position announcement

_____ Advertising avenues

_____ List of search committee members and committee chair

_____ Personnel Officer has met with search committee prior to candidate review

_____ Screening Procedures

Recruitment:

Prior to scheduling interviews Personnel Officer has reviewed:

_____ Resumes of candidate(s) for job criteria and preferences

_____ Interview questions

_____ Reference questions

_____ Personnel Officer has approved selected interview candidate(s)

Hiring:

Prior to offering position to candidate:

_____ Written justification of selection has been emailed to Supervisor and Human Resources and with proposed pay rate.

_____ Personnel Officer has approved hire before offer is made

Post-Hiring:

_____ All search materials have been collected and given to Personnel Officer

Please contact Patti Lake if you have any questions or concerns during the recruitment process.