

# Recruitment/Hiring Checklist

## For All Campus Positions

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

**Human Resources (HR)** at 406-683-7031, umw.hr@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 HR for AA/EEO Training if have not attended before/refresher

HR has reviewed and approved:

\_\_\_\_\_ Proposed position announcement

\_\_\_\_\_ Advertising avenues

\_\_\_\_\_ List of search committee members and committee chair

\_\_\_\_\_ HR has met with search committee prior to candidate review screening

\_\_\_\_\_ Procedures

### Recruitment:

Prior to scheduling interviews HR has reviewed:

\_\_\_\_\_ Resumes of candidate(s) for job criteria and preferences

\_\_\_\_\_ Interview questions

\_\_\_\_\_ Reference questions

\_\_\_\_\_ HR 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.

\_\_\_\_\_ HR has approved hire before offer is made

### Post-Hiring:

\_\_\_\_\_ All search materials have been collected and given to HR

Please contact Human Resources if you have any questions or concerns during the recruitment process.