



Selection Checklist

HR Contact: _____
Position: _____
Closing Date: _____ Current Date: _____
Date Offer was Accepted by Applicant: _____

Please complete and return this sheet with the applications and all related documentation to the HR office upon completion of the selection process.

A. **Screen the Applications** - HR has screened out applications not meeting minimum qualifications

- _____ Decide what criteria you will use to screen the applications
- _____ Select the top applicants to be interviewed
- _____ Conduct phone interviews/screening if desired

B. **Interviewing and Assessing**

- _____ Decide on a written test (please see HR to discuss test) or practical exercise if needed
- _____ Decide what criteria you will use to rate the candidates
- _____ Establish and have HR review interview questions Select an interview team
- _____ Interview Applicants - Document process; notes and ratings need to be returned to HR with the applications.
- _____ Select top applicant(s)

C. **Reference Checking**

- _____ Conduct reference checks

D. **Decision and Offer**

- _____ Conduct second interview if necessary
- _____ Make conditional offer to applicant and ask them to come to HR within 24 hours of offer for paperwork and testing
- _____ Complete Personnel Action Form (PA)

E. **Return the following forms to the HR Office:**

- _____ Selection Checklist
- _____ All applications
- _____ Application screening criteria
- _____ List of applicants interviewed and hired
- _____ Interview questions, answers, notes and ratings
- _____ Copies of tests/assessments and results
- _____ Reference check documentation
- _____ List of applicants to whom letters should be sent
- _____ Hiring List (if applicable)
- _____ Personnel Action Form (PAF) for newly hired employee