



Hiring Procedure Checklist

Job Title: _____
Department: _____

Position #: _____
Posting#: _____

- Obtain Management approval to fill vacant or new positions
- Create/edit job description. All job description edits are done using PeopleAdmin.
 - PeopleAdmin training is available through Human Resources.
 - Tips for writing a good job description can be found at http://www.hr.vt.edu/employment/Writing_A_Job_Description.html
- Using PeopleAdmin the search committee chair or the HR representative requests recruitment for the vacant position to include; a recruiting plan, the search committee members, and timelines for completion.
- Work with management and departmental HR representative to identify the appropriate salary budget. If needed, your HR representative will provide market data to assist in this area
- Search committee participants are required to attend the Search Committee Workshop; training is good for 2 years.
 - A Successful Interviewing workshop is also available through HR.
- Route the job description through PeopleAdmin for online approvals.
- The [Employee Resource Guide](#) contains recruitment resources and documents the search committee needs to complete the process.
- Search Committee advertises on listservs, professional journals, etc., and completes personal recruitment to build applicant pool. VT [recruitment contract](#) information for advertising is located on the HR site.
- Upon review date the search committee request the senior management to review the applicant pool for certification.
- The senior management notifies HR that the pool is certified.
- Search committee screens applicants using the Screening Grid, and send a copy to the HR representative.
- Search committee conducts interviews on qualified applicants.
- Search chair or committee conducts the **required reference check** on final candidate(s), using the IT reference check documentation found on the [IT employee website](#).
 - Candidates that were past or current Virginia Tech employees must be asked to complete the Virginia Tech, [Consent for Prospective Supervisor to Review Personnel File](#).

Invent the Future

Chairperson sends this form to the department HR representative to review the HR file and report the results back to the search committee.

- Search Chair makes recommendations to their management area and presents all supporting documentation to the HR representative for assessment.
- Search Committee Chair makes a verbal offer once an approval is received.
- Department HR representative prepares the Terms of Faculty Offer or Offer Letter for selected candidate, including P3A-F if current employee, and obtains necessary signature from Department Head and Senior Management. Forms are forwarded to the search chair or directly to the employee.
 - Faculty offers for current employees must be approved by the President.
- Search committee mails out non-selection letters and retains a copy for the recruitment file.
- Search committee sends the below documents to their Human Resource representative. The HR representative will forward the appropriate forms to HR and retrain the necessary documents for the audit file:
 - Original, signed TOFO including Demographic Information Sheet (faculty)
 - Original Offer/Acceptance letter (staff)
 - P3A-F (current employees)
 - VT New Employee Checklist
 - New Hire Packet (if necessary)
 - Screening Grid complete with reasons for non-selection for all candidates that applied.
 - Blank Interview Questions
 - Interview Notes
 - Reference Check Documentation
 - Copies of non-selection letters

X

Search Committee Chair

Date