

Recruitment Checklist

Information for Hiring Managers

RECRUITMENT TASK	COMPLETE?
Pre Recruitment Planning (PRP)	
Create New Job Opening in VTHR: <ul style="list-style-type: none"> <input type="checkbox"/> Enter Business Unit, Job Family, and Position Number. <input type="checkbox"/> Enter Hiring Team: <ul style="list-style-type: none"> <input type="checkbox"/> Recruiter (indicate primary) <input type="checkbox"/> Hiring Manager <input type="checkbox"/> DHR Administrator <input type="checkbox"/> Enter additional details on Posting Description tab. <input type="checkbox"/> Click Save & Submit. Once submitted, workflow sends the job opening to the Appointing Authority for approval. <input type="checkbox"/> Receive confirmation e-mail when posting is live on the Web. 	
Receive routed Candidate List from Recruitment Services <i>A list will be sent by e-mail shortly after the application deadline or the first 10 business days for an extended posting period.</i> <i>DO NOT pursue candidates until you receive a Candidate List and confirm the applicant is on the Candidate List!</i>	
Schedule Interviews. Confirm interview schedule in VTHR through “Manage Interviews” function. Update Interview status in VTHR as applicable.	
Collect interview evaluation materials. Save according to DHR and Department policy.	
Check references for top candidates.	
Request/ensure top candidate(s) complete Tax Compliance Affidavit (<i>external candidates only</i>) AND Criminal History Declaration.	
Forward selected applicant to Field HR Administrator and Recruiter using Forward Applicant action in VTHR. <ul style="list-style-type: none"> ○ Include Job Opening ID in the subject line ○ Indicate desired start date. ○ Field HR will create and send the written offer. <i>Note: Candidate must log into system to accept the job offer. Hiring Managers can assist by ensuring candidates understand and know how to accept in the VTHR system.</i>	
Notify remaining applicants of the status of their applications using the “Reject Applicant” and “Send Correspondence” functions in VTHR.	

