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| RECRUITMENT CHECKLIST |

**RECRUITMENT INFORMATION**

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| **Recruitment #** |  |
| **Class Title (No.)** |  |

**GETTING STARTED**

Request to fill vacancy via the [Hiring Review Process](http://mine/mine/AD/main/budgetPrep.cfm)

Complete JobAps Requisition

Review Recruitment History for Position

Review EEO/Demographic Data for Position

**PLANNING & PREPARATION**

**Describe the Position**

Job Analysis

Position & Ideal Candidate Statements

Review Class Specification for Consistency

**Identify Applicant Evaluation Methods**

Select Testing/Examination Steps

Develop Supplemental Questions for Application (If Needed)

**Develop Outreach Plan**

Develop Advertising Plan

* Outside Advertising
* County of Marin Affinity Groups

Social/Professional Networking Plan

**Recruitment Timeline**

Determine Application Filing Timeline

Schedule Screening/Examination Timeline

**RECRUITMENT**

Announce Recruitment per Outreach Plan

Review Applications for Qualifications

Complete Testing/Examination

* Highly Qualified Review, Oral Board, Written Examination, Skills Testing, etc.

**SELECTION & HIRING**

**Interview Candidates (See Interview Checklist)**

**Select Candidate(s)**

Complete Reference Checks

Offer Letter

Complete Background Process

**Notify Candidates Not Selected**

Prepare and Send Not Selected Letters

**Onboarding (See** [**Onboarding Toolkit**](http://www.marincounty.org/depts/hr/divisions/organization-development-and-training/onboarding-toolkit)**)**