Steps of Hiring a New Employee Guide

Recruitment Steps

1. Contact your Human Resource Personnel Analyst to begin the process of posting for the position and to set up the recruitment schedule.
2. Work with your HR Personnel Analyst to keep JobAps updated throughout the process.
3. Contact your Department's Onboarding Coordinator to begin the preparation for onboarding a new hire.

Interview Process (Note: These steps may need to be repeated if there is more than one round of interviews during the selection process)

- Chose the interview date(s) and book a room to conduct the interviews.
- **HR** sends a notice to the candidates eligible for an interview that provides them the interview dates and a contact person with whom to schedule their interview time.
- Build the interview panel and inform the panel members of the date(s) and times.
- Create the interview questions.

The day before interview:

- Provide the list of candidates and their interview times to the front desk or receptionist.
- Be sure the room that you will be using for the interviews is clean and organized.
- Be sure any white boards are clear of any information unrelated to the interview.

Day of the interview:

- Provide the list of questions to the panel members and determine who will ask which questions.
- Panel members should be on time for each scheduled interview.
- Panel members should smile and introduce themselves to each candidate providing them with their name/title.
- Ask if candidate would like some water.
- Ask if candidate needs to use the restroom.

Candidate Chosen: You're Hired!

- Complete any necessary background checks and reference inquiries.
- Call the chosen candidate to inform him/her that they have been selected, pending the pre-employment physical.
    - Send the *Offer Letter* to the chosen candidate for signature.
    - Send the *No Hire Letter* to the candidates not chosen.
- Schedule the pre-employment physical and background check (fingerprints).
- Provide the start date and any other necessary information.
- Request that the candidate bring in any further documentation needed to complete the hiring paperwork (i.e. Passport, Driver License, Social Security card, etc.)

Onboarding Process: Starts here!

- Onboarding Toolkit
    - Review the Manager's Checklist to be sure all components are covered in your Onboarding process
    - Complete the New Hire Onboarding Action Plan template adding any Department-specific steps
    - Assign a Buddy to the new hire - Someone knowledgeable about the County and the Department that has good performance track record and a positive attitude.