



Search Checklist for Non-Exempt Staff (No Search Committee)

1. Review, update and/or create a Job Profile and send to Human Resources Partner. Hiring Official
2. Work with Compensation to determine classification of the position. Notify hiring official of the results of the job profile review within one working day of receipt of the completed job profile. HR Partner
3. Complete a Position Requisition using the University's Talent Management System. The completed Requisition will be submitted through reporting structure for approval. Hiring Official
4. Complete Recruitment Strategy form on the University's Talent Management System with utilization statistics from the Human Resources Specialist. Hiring Official
5. Work with Human Resources Specialist to create employment announcement and job posting. Hiring Official/
Human Resources
6. Establish evaluation criteria based on responsibilities and qualifications of the position. Hiring Official
7. Work with Human Resources Specialist to determine if there is an adequate pool of qualified applicants, including women, persons of color and disabled persons. This may include determining strategies to increase the applicant pool. Hiring Official
8. Evaluate applicant pool and determine a short list of candidates to interview. Hiring Official
9. Review short list of candidates with Human Resources to evaluate finalists with regard to affirmative action goals. Hiring Official
10. Create interview questions based on the responsibilities and qualifications in the job profile. (For additional information, see the Interview Questions and Sample Behavioral Interview Questions.) Hiring Official
11. Conduct screening interviews and schedule final candidates for on campus interviews. Hiring Official
12. Conduct on campus interviews. Hiring Official
13. Conduct reference checks and complete Reference Check form. (For additional information, see the Guide to Conducting Effective Reference Checks.) Hiring Official
14. Identify top candidate and work with Human Resources Partner to determine an appropriate salary offer. Hiring Official

15. Complete Approval to Hire form using the University's Talent Management System and submit for approval through the reporting structure. Hiring Official
16. After approval is received, make verbal offer to top candidate. HR will confirm in writing by sending an Employment Confirmation letter. Hiring Official
17. Submit new employee information page on the Human Resources web site at: www.stthomas.edu/hr/mgrtoolkit. Hiring Official
18. Complete any necessary pre-employment testing and notify hiring official of the results. Human Resources
19. Have new employee complete his or her new hire paperwork on or before first day of work. Hiring Official/
Human Resources
20. Create an orientation and training plan for the new employees using the Supervisor's Checklist for New Employees. Hiring Official