Recruitment and Hiring Worksheet for Hiring Managers
MVNU Human Resources Office

STAGE 1: POSITION DECISION
Today’s Date: __________________ Position to be filled: ________________________________
Formerly Held By: ___________________________ Target Start Date: ______________________
Department: _________________________ Hiring Manager: _______________________
Explanation of Hiring Needs:
________________________________________________________________________________________
________________________________________________________________________________________

STAGE 2: POSTING AND RECRUITMENT
☐ HR Action Form with signatures to HR
☐ Posting to HR
Will this be posted anywhere else? ☐ Yes ☐ No If yes, where? ___________________________
Posting Date: ________________
We will post this position for ________________ weeks before beginning interviews.
All applications will be forwarded to: _________________________________________________________

STAGE 3: COMMITTEE CREATION
☐ Three Member Committee ☐ Full Committee (Coordinator positions and higher)
• HR Representative or designee: __________________________
• Hiring Manager/Supervisor: __________________________
• Coworker to the position: ____________________________
• Career Services (as available): __________________________
• Cross divisional stakeholders: __________________________

STAGE 4: APPLICATION REVIEW
☐ Rubric (performance skills/technical job skills matching the job posting) for application review created
☐ Applications printed
☐ Meeting set with committee, date: __________________________
Applicants to move onto phone interview:
________________________________________________________________________________________

STAGE 5: PHONE INTERVIEWS
☐ Rubric modified for phone interviews if needed
☐ Questions created (HR has a standard set of questions)
☐ Next steps determined (what to tell applicants to expect moving forward)
☐ Meeting set with committee for phone interviews, date(s): __________________________
Applicants to move onto face to face interviews:
________________________________________________________________________________________

STAGE 6: FACE TO FACE INTERVIEWS
☐ Rubric modified for face to face interviews if needed
☐ Questions created
☐ Assignments or testing needed?
☐ Budget for travel for applicants if needed, from what budget? ___________________________
☐ Who do they need to meet with while they are here, what should their schedules include?
☐ Date(s) for face to face interviews: __________________________
### STAGE 7: REFERENCE CHECKS

- □ Questions created
- □ Who will call references? _____________________________________________________________
- □ Date(s) for reference check calls: ________________________________

### STAGE 8: FINAL DECISION

We would like to hire: ____________________________________________

- □ Conversation with Director of HR about verbal offer (salary, benefits, moving, etc.)
- □ Signature/approval for hire from VP and President on HR Action form
- □ Hiring Manager will make verbal offer
- □ Hiring Manager will communicate with Director of HR (acceptance of offer, start date)

HR will initiate the hiring process

HR and Hiring Manager will determine how to inform other applicants (phone, email, etc)