**REcruitment Process** Checklist

[Workforce Development Toolkit](https://wsdot.wa.gov/employment/workforce-development/talent-pipeline-and-acquisition.htm)

# Pre-recruitment

* Review/update the Position Description (PD) – consult with local HR.
* Obtain approval to recruit from appointing authority.
* Send both the PD and recruitment approval to local HR.
* Local HR opens a requisition in NEOGOV to begin the recruitment process.

# Recruitment Process

[HR Desk Manual 10-4.1](https://wsdot.wa.gov/employment/workforce-development/doc/hr-desk-manual-chapter-10-recruitment-policy.pdf#page=2)

Job Annoucement for review

[ ]  Review draft announcement from Recruiter; approve to post or provide feedback.

Job Posted

[ ]  Send application screening criteria and interview questions to Recruiter for approval (copy local HR).

[ ]  Assemble panel and reserve interview dates; complete required e-learning courses for panelists.

Candidates referred

[ ]  Review applications using approved screening criteria - move applications to the ‘Interview’ or ‘Reject’ in NEOGOV.

[ ]  Schedule virtual interviews and send candidate *Release of Information Authorization* form.

[ ]  Send Recruiter your anticipated interview date and a copy of your interview schedule.

[ ]  Conduct virtual interview(s).

Post interviews

[ ]  Identify top candidate.

[ ]  Complete reference checks on top candidate – this includes internal applicants.

[ ]  Request personnel file review from Recruiter for previous or current Washington State employees.

[ ]  Determine salary in compliance with the Equal Pay & Opportunity Act (EPOA) regulations.

[ ]  Email recruitment documents for all interviewed candidates to Recruiter, including interview notes, ratings documents, and reference checks.

[ ]  Obtain Recruiter confirmation that all documents have been received and process was followed in accordance with policy.

[ ]  Obtain written approval from Appointing Authority to offer position, include:

o Candidate name

o Anticipated start date

o Salary – Be prepared to negotiate.

* When seeking approval, request a starting step up to the highest step you are willing to offer (based on bona fide job-related factors).

Job Offer

[ ]  Once approval is received, make offer with compensation:

[ ]  For CDL holders, state retiree’s, or other special circumstances, work with local HR Consultant.

[ ]  Once the offer has been accepted, confirm and discuss start date, schedule, equipment pickup, etc. Please let me know if the offer has been declined.

[ ]  Contact interview candidates that were not selected for the position.

[ ]  Complete and send *Appointment Details form* to HRHelp@wsdot.wa.gov to initiate the appointment letter.