



EMPLOYMENT PROCESS CHECKLIST FOR HIRING MANAGERS FILLING STAFF VACANCIES

This is a summary of the steps required for the standard and selection process. A graphic summary of the process is available at [Recruit Hiring Overview](#) (PP). Additional processing instructions can be found in the [eRecruit Hiring Manager Training Guide](#)

PRE-HIRE

- Review Vacancy Notice** – Review the job opening details in the production instance of the eRecruit module and contact your recruiter if any corrections are needed.
- Review Application Materials** -- Applications are screened daily and routed to you for those applicants who meet minimum and preferred qualifications. All applications must be submitted online; any applicants who forward application materials directly to you should be directed to submit the application online at <https://hrs.missouri.edu/find-a-job/staff>
- Interview** -- Schedule interviews with any of the qualified applicants. You do not need to disposition all applications which are routed to you. You are required to identify the individuals you interview. Changing the disposition to “Invite for Interview” will notify your recruiter of the intent to interview so discipline and separation issues can be checked. This disposition serves as the first step in the documentation of compliance with Equal Employment Opportunity Commission guidelines.
 - See [HR 110](#) of the HR Policy Manual for appropriate interview questions and other interviewing guidelines. Call Human Resources if you need more sample interview questions or assistance with interviewing. ***NOTE: Interview notes must be maintained for three years. Your notes can be scanned and attached to the job vacancy, or maintained in the department.**
- Check References** – Use the sample [Reference Check Form](#) found on our web page.

HIRING

- Determine Final Candidate, Obtain Salary Approval** - Once you have determined your final candidate, prepare a job offer by recording base compensation in the Prepare job offer section of eRecruit.
- Make the Job Offer** – After you get confirmation that your recruiter has approved the offer, you may extend the offer to your final candidate. The hiring department will provide the final candidate with an offer letter or candidate instruction letter.
- POET Testing** – Please notify your recruiter once your final candidate has accepted for all positions which require POET testing.
- Confirm Acceptance** – After the candidate accepts your job offer, update the status from “offer” to “Accept” or “Offer Accepted”.
- Criminal Background Check (CBC)** – The Hiring Manager will set-up the final candidate in eRecruit to complete the pre-employment check. HireRight will send an email containing a link, username and temporary password to complete the CBC process online. HRS will notify the hiring department via email when the background check has been returned and the candidate is approved for hire. ***NOTE: The finalist cannot begin work until an acceptable background check is returned.**
- Start Date and Selection Documentation** – Contact HRS or include information in the offer approval comments to confirm the finalists start date. Notify other interviewees that the position has been filled using the Send Correspondence feature and email templates available in eRecruit. Update the disposition of these applicants to “Reject” with the appropriate reason for non-selection. Sending correspondence to other applicants who applied but were not selected for interviews is also appropriate.
- Payroll Documents** – Ensure that your departmental fiscal staff prepares all necessary hire documents or contact your CAPS representative (if applicable) for assistance or questions.



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- Ensure Employee Attends New Employee Orientation** -- All new full-time, benefit-eligible staff employees must attend New Employee Orientation ([see HR 108](#)). This program is offered twice each month. [Dates and location of sessions](#) are available online, or you may call **882-7976**. Pre-registration is required.