

Hiring Manager Recruitment and Onboarding Checklist

Our hiring policies and procedures ensure equal employment opportunities for all applicants, uniform reporting procedures, and compliance with federal and state laws and regulations. This checklist has is designed to guide the hiring manager through key points of the recruitment process.

Upon Notification of a Search	
	Contact Human Resources when an opening has been identified.
	Conduct pre-recruitment preparation meeting to discuss the needs of the department and position.
	Develop or update position description and have it reviewed/classified by HR.
	Produce new Job Description or update old Job Description, as appropriate.
	Determine selection criteria. What are your Required and Preferred qualifications? What are the things you need someone to know/be able to do that would make them minimally qualified for the job? What are some nice-to-have skills that will make an outstanding candidate rise to the top of the pool?

Initial Meeting	Date:
	Work with Human Resources to develop Recruitment Strategy; (to include timeline, advertising, screening criteria, interview questions, schedules/type, reference check process, applicant).
	Discuss the selection of the search committee; please note all search committees must have at least one member who is outside the department to create diversity.

Job Posting Process	
	The Administrative Assistant for the Department will create the posting in PeopleAdmin and send to the Hiring Manager for review.
	The Hiring Manager will review and send to HR for review/approval.
	Human Resources will send the posting back with approval or suggestions for change.
	Once the posting has sign off from the Hiring Manager and Human Resources it will go to the next level supervisor for approval.
	The posting must be advertised for at least 7 days and when externally advertised it must be listed in the following locations: Massena and Ogdensburg Veteran's Affairs Offices, New York State Veteran's Affair Office, New York State Department of Labor, JTPA, J.H. Burnash & Co Inc. and one local newspaper of general circulation.

Search Committee Meeting		Date:
	Initial search committee meeting must be held prior to the review of applications.	
	All search committee members have been properly trained to conduct a search.	

Interviews	
	Submit names of the semi-finalist (phone interview) applicant pool to HR and obtain approval regarding pool diversity.
	Submit interview questions to HR for final approval prior to interviews. Provide interview schedule to HR & others
	Telephone interviews of semi-finalist applicants (if applicable) using approved documentation. Document reasons for elimination of applicants at this stage.
	Submit names of the finalist (campus interview) applicant pool to HR and obtain approval regarding pool diversity.
	Submit interview questions to HR for final approval prior to interviews. Provide interview schedule to HR & others
	Schedule and conduct on-campus interviews. Provide interview schedule to HR & others as appropriate. Process travel expenses for each candidate brought to campus.
	If you are not using the system to collect references, submit reference check questions to HR for final approval prior to conducting phone calls. Provide questions & schedule to committee members.
	If applicable, check references on finalists using approved questions.

Making the Offer	
	Contact HR to discuss recommendation(s) for hire and compensation to be offered.
	Once you receive a signed copy of the offer letter send to Human Resources so that the new employee can be entered into PeopleSoft and the onboarding process can begin.

Closing the Search	
	Call the applicants that campus interviewed but was not chosen and let them know of the decision and move them along in the process in PeopleAdmin.
	Notify HR once all applicants have been moved so that HR can close the posting.

Transitioning the Relationship from Applicant to Employee

	Complete the payroll authorization in PeopleSoft.
	Complete the onboarding questionnaire sent by the Help Desk.
	Make sure that the new employee has an office, a desk and a chair.
	Human Resources will contact the employee to let them know what to bring with them and that orientation will occur at 9AM on Tuesday in Human Resources.
	Human Resources will send the Hiring Manager the schedule for the entire onboarding process.
	An agenda for the first week should be created to show the new employee that you are prepared for their arrival and focused on ensuring a smooth and welcoming transition.
	Send an e-mail or post an announcement for the department about the new employee's arrival. Please refer to the Welcome E-mail Welcome Template in your guide for an example.
	Make lunch plans for the new employee for the first day.
	Contact new hire at least once via phone post signed offer letter and prior to the first day on campus. During the call confirm starting date/time, where and to whom he/she should report to on first day, and information to bring on the first day. Also provide the new hire with first day parking information and how to locate the campus map online.

First Day of Employment

	Please refer to the Schedule for the First Day document located in this guide. This document covers all pertinent information that Hiring Managers are responsible for covering on the first day of employment along with providing an example of how to arrange the first day.
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First Week of Employment

	Develop a networking plan with the employee
	Introduce the new hire to members of his/her department: Have the new hire set up one-on-one conversations with department members throughout the first few weeks.
	Review onboarding objectives and timelines with the new hire: Ensure the new hire is prepared for the onboarding schedule for the first few months, and address questions the new hire may have.
	Review acceptable performance and behaviors. Explain the Clarkson Values and give examples of how employees live those values.
	Give lab tours, if appropriate. Be sure to explain safety procedures and provide Erica Arnolds contact information for any safety concerns.
	Schedule a meeting with the following office to ensure the new employee has all the necessary tools to do their job: Service Center; OIT; SAS; Student Affairs to include the Student Success Center; Division of Research; Finance, and the University Library.
	Check in with employee daily.
	Review processes, contacts, and sources of information necessary to the new hire's job: This conversation should include introducing basic workflows; reviewing the names, titles, and basic background of immediate team members; and introducing the new hire to online and offline places to

	find answers regarding their job.
	Get to know the new hire's preferences: Arrange a meeting to hear about the new hire's work style, communication preferences, areas of strengths and weaknesses, and career objectives. Please refer to Successful Communication Template in this guide for an example of how to frame up this conversation.
	Provide the new hire with a clear explanation of their first assignment: The new hire should have simple assignments to complete starting during the first week. Arrange a meeting to go over steps to complete the first assignment. Please refer to Successful First Assignment Template in this guide for an example on how to frame up this discussion.

First Month of Employment

	Execute the networking plan for the new employee
	Make sure the employee has completed all required training
	Review performance objectives: Provide new hire with an overview document of the performance review process. Walk through a sample performance review form that includes performance criteria, how criteria are measured, how information will be presented and discussion points during the formal review.

First Quarter of Employment

	Make sure the employee attends quarterly orientation
	Touch base on performance thus far.

Six Months of Employment

	Human Resources will conduct a stay interview.
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One Year of Employment

	Send an announcement to the department regarding the milestone.
	Visit the employee and to congratulate them on the milestone.