

Amherst College

Office of Human Resources

Staff Hiring Process Checklist

Below you will find information on each step of the Recruitment process. If you have questions about the items on this list, please contact the OHR (Office of Human Resources). Detailed instructions can be found on the [Staff Hiring Process Overview website](#).

Getting Started

- Submit a request to the [Personnel Changes Review Committee](#) for approval (in Workday for non-casual staff searches)
 - [Job Description](#)
- Establish a search committee
- Complete assigned tasks in Workday

Job Posting

- Review the job requisition in Workday
- Use the [Quick Reference Guide \(QRG\) for Managing Job Requisitions & Candidates for Staff Positions](#)

Advertising and Outreach

- Vacancies posted by OHR internally and externally
- Conduct additional outreach through professional networks

Screening and Interviewing

- Pre-Screening
 - Meet with the search committee to discuss the essential must-haves in the role
 - Develop a screening rubric ([example screening rubric](#))
 - Download all candidate materials (use the [Bundle Resumes](#) task in Workday)
- Screening
 - Review all candidate materials in Workday
 - Assign a [disposition code](#) or status for each candidate
- Interviewing
 - Develop an interviewing rubric ([example interviewing rubric](#))
 - Conduct the first round of screening/interviews via phone or Zoom
 - Assign a [disposition code](#) or status for each candidate
 - Conduct the second round/final interviews via Zoom or on-campus
 - OHR interview for non-casual staff positions

Preparing and Extending an Employment Offer

- Move the candidate forward to the [Next Stage - References](#)
- Conduct reference checks (send a summary to OHR)
- Consult with OHR regarding salary, benefits, on-site/[remote/hybrid](#) options, and start date
- Extend offer - upon acceptance, enter the finalized details in [Workday](#)

Search Closure

- Assign a [disposition code](#) or status for each candidate
- Notify interviewed candidates that the position has been filled (and [all other candidates](#) via email)