

Hiring and Rehiring Checklist

Rehiring Checklist

1. Position approved for rehire and paperwork completed for re-opening position within organization structure and compensation system for previously separated candidates.
2. Written job description reviewed or developed.
3. Rehire offer letter sent to former employee.
4. Rehire offer accepted.
 - a. If rehire offer letter not accepted,
 - i. Proceed to next person on your rehire candidate list; or
 - ii. Transition to regular hiring procedures with new candidates
5. Determine which, if any, pre-employment testing will be performed (Note that testing has significant legal requirements which must be fully explored and understood before proceeding).
 - a. Drug and alcohol screening test completed.
 - b. Pre-employment physical examination completed.
 - c. Other.
6. Pre-employment testing completed.
7. Company and employee agree on start date.
8. Provide employee with updated Employee Handbook and other new hire documents, and present with any Rehire Orientation materials.
9. Relevant information transferred to employee's personnel file.
10. Employee completed paperwork for insurance and other benefits, employee identification documents, security clearances, I-9 work authorization forms (Section III only in most circumstances), tax withholding documents, etc.
11. Appropriate government agencies notified of hire pursuant to federal statute (Personal Responsibility and Work Opportunity Reconciliation Act).

Hiring Checklist

1. Position approved and paperwork completed for slotting position and title into organization structure and compensation system.
2. Written job description developed.
3. Recruiting plan developed.
 - a. Search firm or employment agency to be used (if any).
 - b. Job opening posted internally.
 - c. Recruitment advertising composed and reviewed for legal implications.
 - d. Other recruiting sources planned?
4. Resumes and/or employment applications screened for qualified outside applicants. Posting responses screened for qualified internal candidates.
5. Applicants selected for interview (interviewees).
6. Interview plan developed.
 - a. Interviewers designated and provided with resume and/or application information about interviewees.
 - b. Interviewers have been trained in proper procedures, interview questions and representations about the company.
 - c. First round of interviews scheduled.
 - i. Repeat this process for additional rounds of interviews.
7. Reference checking plan developed.
 - a. Person designated to conduct reference check on top candidate(s) after offer is extended.
 - b. Designated person has been trained in proper procedures for reference check.
 - c. Top candidate(s) have executed reference check release on employment application or authorization for personnel file review on job posting application.
 - d. If credit check is to be used, proper procedures have been reviewed.
8. Pre-offer testing plan developed (if applicable). (Note that testing has significant legal requirements which must be fully explored and understood before proceeding).
 - a. Skills test (if job related).
 - b. Fitness for duty exam if authorized for position.
 - c. Honesty, integrity, personality tests if authorized.
 - d. Other.
 - e. If testing is performed by outside company, written contract reviewed by General Counsel's staff.
9. Interviewees from outside the company completed employment applications by end of first round of interviews.
10. Interviews complete and top candidate(s) identified.

11. Written offer letter prepared.
 - a. Compensation, benefits and other terms and conditions of offer approved by appropriate company officials.
 - b. Standard offer letter used or deviations approved by General Counsel's staff or other appropriate company officials.
12. Written conditional offer letter is presented to top candidate. (Some states will allow this to be completed later in the process)
13. Pre-offer testing completed.
14. Reference check completed.
15. Upon acceptance, post-offer testing plan developed (if applicable).
 - a. Drug and alcohol screening test completed.
 - b. Pre-employment physical examination completed.
 - c. Other.
16. Post-offer testing completed.
17. Company and employee agree on start date for new position.
18. If new hire from outside company, employee received Employee Handbook and attended New Hire Orientation.
19. Unsuccessful candidates notified in writing that position has been filled.
20. Relevant information from recruiting file transferred to employee's personnel file.
21. Employee completed paperwork for insurance and other benefits, employee identification documents, security clearances, I-9 work authorization forms, tax withholding documents, etc.
22. Appropriate government agencies notified of hire pursuant to federal statute (Personal Responsibility and Work Opportunity Reconciliation Act).