**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](mailto:HRHelp@wsdot.wa.gov) to initiate the appointment letter.