Office of Human Resources

Streamlining Recruitment Hiring Request Checklist

Ready to make a hire? We are here for you! In case of a position approval/exemption, start with sending over the following details to your Recruitment Specialist to streamline the process:

☐ Information about the Job Opening
   Including Job Title, Working Title (if applicable), Position Number (PIN), and the number of vacancies to be filled.

☐ Information about the Job Ad
   Including how long the post will be active, for whom it will be open, and the detailed job start date.

☐ Job Ad Draft
   Think of what knowledge, abilities, and skills are required for this job. Use them to define a suitable person for the given position. You can also review the Improving Language for Inclusive Hiring Practices guide for more guidance.

☐ Minimum Qualifications
   Use the sample job ads in Improving Language for Inclusive Hiring to write precise and inclusive criteria for candidate assessment.

☐ Interview Panel
   For best results, we suggest you choose your interview panel before advertising the job ad. Getting ready with selected times and dates helps schedule interviews promptly. Get a comprehensive Interview Checklist on the Recruitment Resources page.

Make sure to mention other notable items, such as multi-lingual abilities, licenses, and certifications, in your request, especially, if you think it'll be difficult to fill this position!