



NCIA'S HIRING PROCESS CHECKLIST

Candidate Name: _____

Process	Details	Responsible Person	Date Completed
1. Hiring Manager (HM) Identifies Resource Need	<ul style="list-style-type: none"> <input type="checkbox"/> Hiring Manager identifies need to HR Manager/Recruiter/COO and gets approval to add to budget (Often this approval will come from CFO/COO or Finance) <input type="checkbox"/> Job Description is created and Job Scoping meeting is conducted <input type="checkbox"/> Recruiting Strategy Determined: Job Posting on website only, Job Posting on external sites, Use of Recruiting Firm and/or in-house Recruiter assigned (in smaller companies Hiring Manager may drive recruiting process) 		
2. Candidate Generation	<ul style="list-style-type: none"> <input type="checkbox"/> Reviewing of resumes <input type="checkbox"/> Sourcing of Candidates 		
3. Recruiter / HR Phone Screen (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> Recruiter and/or HR Phone Screen is scheduled <input type="checkbox"/> Recruiter or HR notifies candidate of results of phone screen 		
4. HM Phone/Video Screen	<ul style="list-style-type: none"> <input type="checkbox"/> HM (Hiring Manager) Screen is scheduled <input type="checkbox"/> HM Phone Screen Conducted <input type="checkbox"/> HM, Recruiter, or HR notifies candidate of results of Screen 		
5. Interview Prep	<ul style="list-style-type: none"> <input type="checkbox"/> Call scheduled with candidate and recruiter to discuss upcoming on-site interview <input type="checkbox"/> Follow-up email sent to candidate with interview details (Address, Dress Code, etc.) <input type="checkbox"/> Call scheduled with recruiter and interview team to discuss upcoming on-site interview (Discuss questions being asked, ensuring questions are appropriate questions) <input type="checkbox"/> Candidate travel scheduled (if applicable) <input type="checkbox"/> Candidate signed NDA (if applicable) 		



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6. Interview Debrief	<input type="checkbox"/> Debrief scheduled with interview team <input type="checkbox"/> Debrief conducted with interview team <input type="checkbox"/> Candidate is notified immediately if NOT a Hire		
7. Offer	<input type="checkbox"/> Recruiter and Hiring Manager partner to determine offer to extend to candidate <input type="checkbox"/> Offer is sent through all appropriate approval channels <input type="checkbox"/> Offer verbally extended to candidate <input type="checkbox"/> Offer letter sent to candidate		
8. Post-Offer	<input type="checkbox"/> Background check (including reference check) initiated <input type="checkbox"/> Background check cleared <input type="checkbox"/> New Hire is informed that background check has cleared. Start Date established. <input type="checkbox"/> Information sent to on-boarding team <input type="checkbox"/> If background check does not clear: <input type="checkbox"/> Notification sent to candidate regarding Offer Rescinded (most background check companies will help you with this letter) <input type="checkbox"/> Team is notified to not have any contact with the candidate and is to direct the candidate to appropriate company point person		