



SUPERVISOR HIRING CHECKLIST

Position: _____ Date Requested: _____
 Supervisor's Name: _____ Anticipated Start Date : _____

Date Completed	Existing Position
	1. Discuss position with VP to verify decision to hire.
	2. Review/Adjust/Create Job Description: <ul style="list-style-type: none"> a. Review existing JD: Review job description to ensure no changes need to be made. b. Adjust JD: Review job description to make all necessary changes. Ensure required licensure, certifications and employee health requirements are updated as needed. Obtain approval from VP and Compliance. c. Create JD: create the desired job description. Be sure to include required licensure, certifications, and any employee health requirements. Obtain approval from VP and Compliance.
	3. Complete request to post position/position authorization request: <ul style="list-style-type: none"> a. Existing JD: Complete the Request to Post a Position form and return to HR. b. Adjusted JD: Complete the Request to Post a Position form and return to HR. Submit the updated job description to HR. c. Created JD: Complete the Position Authorization Request (aka Pink Sheet). Obtain director and VP approval, then submit to HR. You will be notified by HR when approval of the new position is granted. Finance will be updated to adjust budgeted hours for the department.
	4. MHS Human Resources recruiter will post the position. Positions will be posted on the job opportunities website. Click Here .
	5. A recruiting plan will be discussed with the supervisor and recruiter. Recruiter will screen candidates based on selection criteria. Recruiter will send candidates to the supervisor for review.
	6. Upon review, supervisor selects candidates to interview. Supervisor or HR recruiter schedules interview
	7. Prior to interviewing, select common interview questions for candidates. Sample interview questions have been identified by HR. Click Here
	8. Use the candidate rating form for each interview. Supervisors will collect all the data and determine a top candidate. Additional interviews may be scheduled if a top candidate cannot be identified, or if multiple candidates are identified as the top.
	9. Supervisor identifies top candidate and communicates to HR recruiter.
	10. HR recruiter completes references and calculates a rate of pay.
	11. Supervisor and HR recruiter will determine a start date.
	12. Pending candidate meets requirements such as background check, post offer health screen and drug screen, an offer will be extended to the candidate.
	13. HR recruiter will coordinate appropriate new-hire paperwork and notify supervisor when candidate is cleared to begin employment.
	14. Begin the onboarding checklist . You will also receive the checklist in an email when your new hire is cleared by HR.