**Recruitment Plan Checklist**

* **Work with Business Partner to update the** [**job description**](https://hilltophub.sharepoint.com/sites/PeopleOps_Hiring/Job%20Descriptions/Forms/AllItems.aspx) **with desired adjustments**
	+ *Hot Tip: This ideally should happen at least two weeks prior to posting the position.*
* [**Submit job posting guide**](https://forms.office.com/Pages/ResponsePage.aspx?id=6rilNFM4bkSNn0MZ8g5569KSQbH92flGvSg-EmnwvN1UN0pLUUZXRlY1VldDWkpYWDdSWTZNS0RCUS4u) **to open the job to accept applications**
	+ *Hot Tip: Submit Job Posting as soon as you have all of the information for the position you are hiring for*
* **Review applications in UKG**
	+ Login to UKG > Choose Administration > Recruiting Gateway > Choose Published Opportunities > Select Number in the Applicants Column > Select each person’s name to view their application
	+ *Hot Tip: Review applicants and disposition candidates every other day, by doing this we can keep candidates informed in a timely manner.*
* **Extend the posting if you don’t get a certain number (\_\_\_\_) of qualified candidates.**
	+ You can do this by emailing recruitment@htop.org
* **Decline non-qualified candidates via automated email or phone call as you are reviewing applicants**
	+ In UKG’s recruiting gateway, select the checkmark by each person’s name > disposition them to “program decline” and select a reason for the declination
	+ *Hot Tip: Internal candidates should receive a phone call or personalized email*
	+ *Hot Tip: Contact the candidates as soon as a decision is made*
* **Identify your needs and create a** [**hiring decision matrix**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fhilltoppers.htop.org%2Fwp-content%2Fuploads%2Fsites%2F107%2F2024%2F03%2FHiring-Matrix.xlsx&wdOrigin=BROWSELINK)
	+ *Hot Tip: Create this before you are ready to start interviewing, this can help you choose the right screening tool for your candidates*
* **Choose screening tool that are associated with the needs you identified or** [**ask PeopleOps to help you screen.**](https://forms.office.com/pages/responsepage.aspx?id=6rilNFM4bkSNn0MZ8g556-yFwXF0oFpDpwlB_M-ZSqtUOTYzMDVYNUNLNlNFRjZaT1RMRjZCSURTMCQlQCN0PWcu&route=shorturl)
* **Send screening tool to qualified candidates**
	+ *Hot Tip: Notify candidates and clearly communicate deadlines*
* **Create interview questions that are associated with needs identified in hiring matrix**
	+ *You can choose interview questions by consulting your PeopleOps Generalist or Business Partner, creating your own or you can find some options on our* [*Hiring Resources Page*](https://hilltoppers.htop.org/hiring-resources/)
* **Notify additional interviewers & coordinate schedules with them to set up interviews**
* **Schedule first interviews & update dispositions in UKG**
* **Decline non-selected candidates via phone call & update dispositions in UKG**
	+ *Hot Tip: Contact the candidates as soon as a decision is made. Some verbiage you can use to help assist you in these conversations can be found on our* [*Hiring Resources Page*](https://hilltoppers.htop.org/hiring-resources/)
* **Schedule second interviews (if needed) & update dispositions in UKG**
* **If internal or rehire candidate, reach out to the former supervisor and/or People Ops.**
	+ *Hot Tip: refer to the* [*Supervisors Guidebook*](https://teams.microsoft.com/l/entity/0d820ecd-def2-4297-adad-78056cde7c78/_djb2_msteams_prefix_3549552722?context=%7B%22channelId%22%3A%2219%3AW4T8N1fZ2ltVoh0xFVCZ665LnENt167Xit1NKcrfXEU1%40thread.tacv2%22%7D&tenantId=34a5b8ea-3853-446e-8d9f-4319f20e79eb) *> Internal Hiring Decisions Process*
* **Call candidate to conditionally offer employment & update dispositions in UKG**
	+ Negotiate wage during this phone call - Submit special wage request ASAP if candidate requests anything above the minimum starting wage as this needs to be approved by Ops leader & PeopleOps Business Partner.
	+ Identify targeted start date with candidate during this call. Make sure they are aware that the onboarding process takes time to complete and to take that into consideration when giving a notice for their current job.
	+ *Hot Tip: Contact the candidate as soon as a decision is made. Please refer to the* [*Hiring Resources Page*](https://hilltoppers.htop.org/hiring-resources/) *for verbiage you can use during this call.*
* **Submit a** [**conditional offer form**](https://forms.office.com/r/cVDF56vyH4) **to notify about PeopleOps about the extended conditional offer to start background and other clearance checks required for the role.**
	+ *Hot Tip: Watch your email for communication from the PeopleOps team regarding your new hire’s progress. They will contact you often and sometimes needs a response.*
* **Decline non-selected candidates via phone call & update dispositions in UKG**
	+ *Hot Tip: Contact the candidates as soon as a decision is made. Some verbiage you can use to help assist you in these conversations can be found on our* [*Hiring Resources Page*](https://hilltoppers.htop.org/hiring-resources/)
* **Create onboarding plan for new hire.**
	+ *Resources can be found on the* [*Hiring Resources Page*](https://hilltoppers.htop.org/hiring-resources/)
* **Welcome your new hire**