

IDOH HIRING PROCESS TOOLKIT | Checklist & Timeline

IDOH Hiring Process Instruction Guide can be found [here](#).

Day 1: Create Requisition			
Action		Owner	Resources
☐	Obtain Approval from Division Director to post and fill vacant state position.	Hiring Manager	Hiring Request Form Managing SuccessFactors IDOH Job Families Guide Job Description Job Bank Posting Details
☐	Obtain funding approval from Finance Analyst.	Division Director	
☐	Submit Hiring Request Form for Senior Leader review.	Hiring Manager	
☐	Await response from Human Resources. If denied, process stops. If approved, move to next step.	Hiring Manager	
☐	Create SuccessFactors job bank posting. <i>(TIP: Always attach the Job Description and Job Bank Posting Details documents)</i>	Hiring Manager	
☐	Approve and post requisition.	IDOH HR/CFO/TA	
☐	Select individuals for hiring panel.	Hiring Manager	
Days 2-14: Screening & Interviewing			
Action		Owner	Resources
☐	Review job description/Understand the vacancy.	Hiring Panel	Interview Pre-screen Template Interview Question Library Interview Guide Guidance for Assessing Applicants Disposition Code Guide Interview Confirmation Template Illegal Interview Questions Compensation Guide Compensation Workbook Template
☐	Create Interview Pre-Screen.	Hiring Panel	
☐	Create Interview Guide.	Hiring Panel	
☐	Add Hiring Panel members to the requisition.	Hiring Manager	
☐	Review new applicants daily and move candidates of interest from “Screen.”	Hiring Panel	
☐	Conduct phone or email pre-screens. <i>(TIP: Email pre-screens could be sent daily and <u>can</u> include salary expectations)</i>	Hiring Panel	
☐	Schedule and conduct interviews.	Hiring Panel	
Days 15-20: Offer & Hire			
Action		Owner	Resources
☐	Extend contingent offer to final candidate.	Hiring Manager	Employment Offer Guidance Disposition Code Guide Final Candidate Justification Form Building Liaison Pre-Hire Welcome Email Template
☐	Disposition all other candidates as appropriate.	Hiring Manager	
☐	Move final candidate to “Initiate Pre-Hire” status and send Final Candidate Justification Form to HR.	Hiring Manager	
☐	Initiate salary request, background check, and employment/education verifications, as appropriate.	IDOH HR	
☐	Extend a Final Offer and identify a start date.	Hiring Manager	
☐	Generate and send a Formal Offer Letter.	IDOH HR	
☐	BEFORE FIRST DAY: Send welcome email.	Hiring Manager	