

IDOH HIRING PROCESS TOOLKIT | Checklist & Timeline

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

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

