

## 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	<a href="#">Hiring Request Form</a> <a href="#">Managing SuccessFactors</a> <a href="#">IDOH Job Families Guide</a> <a href="#">Job Description</a> <a href="#">Job Bank Posting Details</a>
<input type="checkbox"/>	Obtain funding approval from Finance Analyst.	Division Director	
<input type="checkbox"/>	Submit <a href="#">Hiring Request Form</a> 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>(<b>TIP:</b> 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	<a href="#">Interview Pre-screen Template</a> <a href="#">Interview Question Library</a> <a href="#">Interview Guide</a> <a href="#">Guidance for Assessing Applicants</a> <a href="#">Candidate Experience Webpage</a> <a href="#">Disposition Code Guide</a> <a href="#">Interview Confirmation Template</a> <a href="#">Illegal Interview Questions</a> <a href="#">Compensation Guide</a> <a href="#">Compensation Workbook Template</a>
<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>(<b>TIP:</b> Email pre-screens could be sent daily and <u>can</u> 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	<a href="#">Employment Offer Guidance</a> <a href="#">Disposition Code Guide</a> <a href="#">Final Candidate Justification Form</a> <a href="#">Building Liaison</a> <a href="#">Pre-Hire Welcome Email Template</a>
<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	