

## Hiring Process Compliance Checklist

**INSTRUCTIONS** This form is used by Human Resources as a hiring process compliance checklist and must be completed and submitted to Recruitment & Workforce Planning prior to issuance of a Hiring Certificate for all budgeted staff and research positions at Texas A&M University. A complete guide to hiring processes can be found online at <http://employees.tamu.edu/managers/hiring>. This completed checklist may be scanned and emailed to [employment@tamu.edu](mailto:employment@tamu.edu) or faxed to (979) 847-8877.

Position NOV#	Position Title
---------------	----------------

### Hiring Supervisor:

Please affirm the following processes were completed by the department and documentation maintained with the file for the position identified above.

<input type="checkbox"/> Yes  <input type="checkbox"/> No	1. A numerical ranking system or Hiring Matrix was used to score and screen applicants for the position at each stage of the hiring process.
<input type="checkbox"/> Yes  <input type="checkbox"/> No	2. A standard set of questions were composed beforehand, all interviewed applicants were given an opportunity to respond, and their answers were documented.
<input type="checkbox"/> Yes  <input type="checkbox"/> No	3. Reference verifications were conducted on the final applicant and the responses were documented. (This applies to internal and external applicants.)

For any statements not confirmed above, provide justification for the alternate process in the space provided.

Hiring Manager Name	Signature	Date

**Approval to continue hiring process:**

HR Liaison Name	Signature	Date

Unit/Department Head	Signature	Date

<b>SUBMIT FORM TO:</b> Recruitment & Workforce Planning MS 1475 <a href="mailto:employment@tamu.edu">employment@tamu.edu</a> Fax (979) 847-8877	<b>NEED HELP?</b> <b>Recruitment &amp; Workforce Planning</b> Phone (979) 845-5154 <a href="mailto:employment@tamu.edu">employment@tamu.edu</a>
---	--