



## Departmental Compliance with Hiring Process

**INSTRUCTIONS** This form is used by Human Resources to check for departmental compliance with university hiring rules, saps and practices.

Position Title/Posting #:		Date Posting Filled:
Hiring Manager:	Email:	Department:
HR Liaison:		HR Liaison Email:
<b>Hiring Matrix or Numerical Ranking</b> <input type="checkbox"/> Shows all active applicants <input type="checkbox"/> Shows rankings of all applicants <input type="checkbox"/> Contains Interview scores <input type="checkbox"/> Contains Reference Check scores	<b>Interview Process/Documentation</b> <input type="checkbox"/> Can clearly identify interviewed candidates <input type="checkbox"/> Standard set of questions <input type="checkbox"/> Candidate response documented <input type="checkbox"/> Candidate response scored	<b>Reference Check Process/Documentation</b> <input type="checkbox"/> Reference Checks completed <input type="checkbox"/> Reference Checks documented <input type="checkbox"/> Reference Checks scored
<input type="checkbox"/> Status Changes in PATH <input type="checkbox"/> Hiring Certificate <input type="checkbox"/> Selective Service Form*    NA <input type="checkbox"/> Military Service            NA <input type="checkbox"/> Former Foster Child        NA <input type="checkbox"/> RIF Hiring Preference      NA *Maintained in Personnel File  If a Multiple Pin Posting: <input type="checkbox"/> Position Posting <input type="checkbox"/> Position Description <input type="checkbox"/> Hiring Compliance Checklist	Total Number of Applicants Interviewed:  Number of Documented Responses per Candidate:  Number of Scored Responses per Candidate:	Number of Candidates Reference Checks Conducted on:  Number of Documented References per Candidate:  Number of Reference Checks Scored per Candidate: (Scores not required if references conducted on one candidate)  If candidate was a current/former TAMU employee, was personnel file checked?  If candidate was a current TAMU employee, was supervisor contacted?
HR Notes		

\_\_\_\_\_  
Reviewer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Manager Signature

\_\_\_\_\_  
Date