



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 closing out all Multi PIN Staff/Other budgeted positions in PATH at Texas A&M University. A complete guide to hiring processes can be found online at <http://employees.tamu.edu/managers>. This completed checklist may be scanned and emailed to jobpath@tamu.edu or faxed to (979) 847-8877.

| | |
|--|---------------------------|
| PATH Posting # | Hiring Department/College |
| Position Title/PIN, PAN or HR Tracking # | Applicant Name |

Hiring Department: 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 (applicant screening, interviewing, and reference checks of multiple applicants). |
| <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.) Departments are encouraged to check current employee personnel files and former employee personnel files if within the five (5) year retention window. |
| Reminders | <ul style="list-style-type: none"> Send Criminal History Form to Recruitment and Workforce Planning. Send Verification of Degree(s) and/or Licensure Release Form to Recruitment and Workforce Planning if position requires a degree and/or licensure or candidate claims to have a degree and/or licensure. Foreign degree verification is the responsibility of the hiring department. If the highest degree claimed is from a U.S. based institution, the check done by Recruitment and Workforce Planning of the U.S. based degree is sufficient to fulfill the verification requirements. Send Selective Service Form (if applicable) to Recruitment and Workforce Planning. Maintain documented proof of Selective Service registration in the personnel file. |

For any statements not confirmed above, provide justification for the alternate process in the space provided. If multiple applicants hired, please provide names and PIN/PAN/HR tracking # per applicant.

Hiring Supervisor Name

Signature

Date

HR Liaison Name

Signature

Date

Unit/Department Head

Signature

Date

| | |
|---|---|
| SUBMIT FORM TO: Recruitment & Workforce Planning MS 1255 jobpath@tamu.edu Fax (979) 847-8877 | NEED HELP? Recruitment & Workforce Planning Phone (979) 845-5154 jobpath@tamu.edu |
|---|---|