Recruiting File Checklist

As soon as you get a Personnel Requisition approved and the vacancy numbered, create a file for the recruiting effort.

Label and organize the recruiting files **by vacancy number.**

Include the following items in each recruiting file.

1. Job Description (JD) _____

2. Approved personnel requisition form _____

3. Ranked criteria for decision-making _____

4. Job Announcement _____

5. List of places you advertised the position _____

6. CV/Resume log, paper and printed from email box _____

7. Short list of candidates tested _____

8. Each test taken _____

9. Interview Sheets, signed by interviewers _____

10. Candidate evaluation sheets, signed by the evaluators _____

11. References for all candidates for which you checked references. _____