



### LA Careers Basic Checklist

These steps are part of any recruitment, and will help you track where you are in the recruitment life cycle to ensure that all the required steps are completed. You may print this form and complete it for each recruitment if desired. Please contact your Staffing Consultant for assistance with completing any of these steps.

\_\_\_\_\_ Job Title \_\_\_\_\_ Requisition Number

\_\_\_\_\_ Exam Plan Number \_\_\_\_\_ Analyst

- 1. Create the requisition in the OHC.
- 2. Authorize the requisition in Insight. Change the status to Open and assign it to an analyst.
  - If this is a new requisition for a continuous (or existing) recruitment, you will also need to select the appropriate exam plan to tie it in to (if continuous, please skip to step 6).
- 3. Create the exam plan.
- 4. Create any necessary evaluation steps. In almost all cases you will only add an MQ Review step.
- 5. Create the posting with appropriate supplemental questions.
- 6. Check the Civil Service list of jobs which include a Necessary Special Requirement or Note that has a legal restriction to hiring someone with a criminal record, to ensure if you must add the supplemental questions concerning criminal history.
  - If adding questions inquiring concerning criminal history, and the job title is not on the above mentioned list, please add documentation as to why the questions are being added in the Notes section of the exam plan or in the comments section of the requisition.
- 7. Process the applications through the evaluation steps.
  - If this is a promotional posting, fail candidates who are not eligible for promotion at the App Received step.
  - If this vacancy requires a written test, and the candidate has a status of N/A when moved to the testing step, fail that applicant and enter a reject reason of 'Applicant does not have a test score.'
    - NOTE: Scores will only populate when the application is moved from App Received to the Test Step.
  - Check for qualifications at the MQ step. If the candidate does not meet the MQ, fail them here. You must notify all candidates who do not meet the minimum qualifications.
- 8. Place ALL candidates who have passed all the evaluation steps on the eligible list. This is a must!
- 9. Edit the eligible list and set up the list. Set the promulgation date as the closing date of the posting, and the expiration date as three months after the closing date. Name the list and enter "Eligible for consideration" in the 'Display candidate status as' field.
  - For continuous recruitments, you have likely already set up the eligible list. If not, the promulgation date should be the day the list was created, and there will be no expiration date. Instead, enter 180 into the 'Days Candidate Eligible' field.
- 10. For all "Classified" vacancies, you must add Veteran's points for those who qualify. Do this on the eligible list using the Advanced Filter option.
- 11. Civil Service no longer requires you to wait two days after the posting closes to refer applicants to the hiring manager.
  - You may filter the eligible candidates by hiring manager preferences if desired and if you have created the appropriate supplemental questions.
- 12. Run the Referral Report with Scores or Referral Report in Report Builder.
  - If you wish to edit the report to add additional fields (interview date, offer date, etc.), then please clone the report (which you may then edit).
- 13. Create an electronic file (or print) the applications to send to the hiring manager and send these along with a copy of the Referral Report.

- 14. Instruct the hiring managers to review the applications, conduct interviews and make a selection as they normally would. The hiring manager will need to notify you of who was interviewed, the interview date, and who was hired as well as the offer date.
  - Record this information in the OHC. You may wait up to 30 days from the date of hire to record this information.
- 15. 'Schedule' an interview and enter the interview date for each interviewed candidate for record keeping.
- 16. Hire the selected candidate from the 'Interview Scheduled' section. Complete the hire form with the correct offer date for the candidate(s) selected.
- 17. Reject those who were interviewed but not selected.
- 18. Authorize the hire in Insight **within 30 days** of the effective date.
  - Wait until the selected individual has reported for work before completing the authorization.
- 19. Archive your work.
- 20. Authorize the requisition and change the status to 'Filled.'
- 21. Edit the posting and select the archived box at the top of the page.
  - You may edit the candidate status fields for the MQ step and eligible list to say 'Vacancy Filled' if desired.
  - You may also archive the exam plan and the referral list, but you may want to wait some time to do this for auditing purposes. Civil Service recommends archiving these two items after 90 days.