



## Hiring and Onboarding Process Checklist for Department Head

Department Head (DH) notifies Town Administrator (TA) and Human Resources Director (HRD) of vacant position DH wants to fill.

DH receives written authorization from Town Administrator to recruit for position and conveys authorization to HRD.

HRD and DH discuss job description, essential functions, needs of the department, required and preferred job skills, education, etc.

HRD finalizes job posting and posts internally and/or externally in accordance with collective bargaining agreement provisions and personnel policies.

HRD collects/reviews job applications to make sure they are completed and forwards applications, resumes, other materials submitted by applicants to DH

DH or HRD arranges interviews with qualified candidates.

DH, HRD, others as needed interview qualified candidates, making sure that standardized questions are used for all candidates.

DH HRD conduct second interviews with finalists, again making sure that standardized questions are used for all candidates.

HRD collects all paperwork related to the interview process (e.g., applications, resumes, cover letters, interview notes, etc.) and retains (for 4 years after hiring process is completed) for recordkeeping purposes.

DH and HRD (and TA, as needed) discuss candidates and select the successful applicant.

TA interviews final candidate

HRD gets written approval from TA for hire of successful applicant

DH or HRD checks successful candidate's references and verifies education.

DH and HRD discuss and agree on job offer specifics (starting salary, work schedule, starting date) for successful candidate

HRD sends out "conditional offer of employment" letter, copying DH

Candidate confirms acceptance of conditional offer by contacting HRD (per instructions in conditional offer of employment letter).

\_\_\_ Once any conditions of the offer are completed (e.g., CORI check, physical exam, drug testing), candidate signs off on conditional offer letter (or new letter is drafted, signifying that candidate has satisfied all conditions and confirming employment, and candidate signs off on that?)

\_\_\_ HRD emails/sends New Employee checklist to employee before start date.

\_\_\_ HRD forwards information about new hire start date to other relevant DHs (e.g., Treasurer/Collector, Technology, etc.)

\_\_\_ MGR Manager gives new employee address and copy offer letter to departmental admin to process new hire salary form.

\_\_\_ HRD sends "thank you but not chosen" letters/emails to candidates not selected

\_\_\_ HRD (and DH?) greet new employee on first day of work.

\_\_\_ HRD makes sure that onboarding paperwork is completed (and/or brings new employee to Treasurer/Collector for completion) (e.g., I-9, federal and state tax forms, benefits enrollment).

\_\_\_ HRD provides new employee with selected policies link to online policy handbook and collects acknowledgement of receipt from employee.

\_\_\_ HRD provides new employee with information about Conflict of Interest training requirements and makes sure employee knows where completed forms go (e.g., Town Clerk?)

\_\_\_ HRD creates new employee file.

\_\_\_ DH gives new employee tour of Town Hall, introduces new employee to Town employees.

\_\_\_ DH makes sure that new employee has Town email address and access to Town internet as needed.