

[Checklist of Hiring Packet Materials for Employment of SHRA Positions](#)

Hiring Managers will consult with Human Resources Employment prior to beginning the interview process for guidance with:

- Interview Timeline
- Interview Questions
- Interview Panel Identification
- Identification of Hiring Priorities (RIF, Veterans', Promotional, etc)

Items 1 - 9 below are required in addition to the [dispositioning of applicants](#) and submission of the Hiring Proposal (to see how to process an SHRA Hiring Proposal, [click here](#)) in PeopleAdmin ([FSU PeopleAdmin Hiring Manager Login](#)).

1. Hiring Packet Checklist must accompany SHRA Hiring Packet Materials
2. Screening Matrix showing how interviewees were selected
3. Interviewers' notes for all candidates interviewed, must clearly show:
 - a. Interviewers' summary of overall interview performance
4. Interview Selection Summary completed by the Hiring Manager at the conclusion of the interview process
5. Official transcripts from colleges/universities if degree is required for the position
6. Interviewers' notes for all candidates interviewed, must clearly show:
 - a. Interviewers' summary of overall interview performance
7. Complete SHRA Telephone Reference Check(s):
 - a. Three (3) completed telephone reference check forms
 - b. Only one (1) completed telephone reference check form is needed if the employee is a current employee of FSU. **It must be the employees' current supervisor.**
 - c. Current/last supervisor must be one (1) of the completed telephone reference checks
8. [Competency Assessment](#) must be attached to the SHRA Hiring Proposal prior to taking action and sending it forward to "HR Comp and Class" for review and approval.
9. Background Check (Mandatory 07/01/2007)
 - a. Contact Mr. Terrance Robinson in the Office of Legal Affairs with the final candidate's name, e-mail address and position to which they are applying.
 - b. The Office of Legal Affairs will then proceed with the electronic background check process.
 - c. Effective 07/01/2019: all departments will be responsible for the cost of the background check

Forward all SHRA Hiring Packet materials listed above along with this cover sheet to Human Resources Employment Office as soon as a candidate selection is made

NOTE: PROCESSING OF NEW EMPLOYEE MAY BE DELAYED PENDING REVIEW OF HIRING PACKET MATERIALS

Selected Candidate Name _____

Position _____

Position # _____

Proposed Hire Date _____

Hiring Manager's Signature _____ Date _____



Please forward screening matrix
used to select candidates to the
HR Consultant - Employment

Attn: Human Resources
HR Consultant - Employment
Barber Building, Lower Level

Please forward all interview guides (originals) to the HR Consultant – Employment

Attn: Human Resources
HR Consultant - Employment
Barber Building, Lower Level

Screening and Selection Summary

Note: This document is to be used in validating the selection of the candidate interviewed for the position.

Position Title

Position Number

Hiring Manager Name:

Interview Committee Members:

First Name	Last Name

Screening and Selection Summary

- Candidate applications referred by HR Employment Consultant were screened by the Hiring Manager to determine the Most Qualified Pool (see attached screening matrix).
- From the Most Qualified Pool of Applicants, Phone Screens were conducted.
- Based on Phone Screen Results, the top candidates were invited for on-site interviews.

Most Qualified Pool (list names)

Phone Screening (list applicants phone screened and overall scores)

Applicant Name	Phone Screen Score or Explanation (No Show for phone screen/ Could not reach at scheduled time, Applicant withdrew from candidacy)

On-site Interviews (list applicants interviewed and overall interview scores)

Applicant Name	Total Interview Score or Explanation (No Show for interview, Applicant withdrew from candidacy)

Note: In some cases, additional interview stages may be appropriate. If additional interviews are conducted, the Hiring Manager should add documentation here, similar to above tables.

First, Second and Third Choice for Hire

Note: Please disposition the following candidates in PeopleAdmin to reflect the first, second and third choice.

- 1. _____
- 2. _____
- 3. _____

Competency Assessment

Hiring Manager completes the [Competency Assessment](#) Form for the recommended applicant (first choice applicant for hire).

Telephone Reference Check

Submit three of these forms with the "SHRA Recommendation for Appointment form" in regard to the applicant you have selected for employment. If candidate is a current employee, only one reference is needed from the current supervisor.

Under North Carolina General Statute 126, employment references solicited by the University are considered confidential and may not be released to the applicant, employee, or public.

Name of Applicant		Employment Dates of Applicant			Current or Last Salary of Applicant with Organization	
		From		To		\$
					<input type="checkbox"/> Year <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Month <input type="checkbox"/> Hour	
Name of Reference, Title		Relationship to Applicant			Reference's Organization	
Title and Duties/Responsibilities of Applicant with Organization						
How would you describe his/her work? (performance, progress)						
Reason for Leaving (if applicable)						
		Comments				
Quality of Work						
Quantity of Work						
Getting Along With Others						
Degree of Supervision needed						
Attendance						
Dependability						
Ability to Assume Responsibility						
Ability to Supervise						
Attitude Towards Supervision						
Potential for Advancement						
Overall Attitude						
Strong Points?				Limitations?		
Would Reference Rehire Applicant?						
<input type="checkbox"/> Yes <input type="checkbox"/> No (If Not, why?)						
Additional Comments						

Reference Obtained by:		Date
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