Hiring Checklist

- ☐ Document the position is vacant, or a new position is needed
- ☐ Collaborate with the department head to outline must-have and nice-to-have skills, experience levels, certifications, and educational requirements
- ☐ Determine the salary range with the comptroller
- ☐ Identify panel members and ensure each interviewer understands their evaluation focus area
- ☐ Create a detailed schedule from job posting to offer acceptance
- ☐ Share the opening with current employees to encourage internal mobility
- ☐ Publish the listing on city website, sign, newspaper, Facebook, etc
- ☐ Screen all applications against minimum qualifications
- ☐ Schedule brief phone conversations to assess communication skills, salary expectations, availability, and basic role fit
- ☐ Compile a ranked shortlist of candidates who passed screening
- ☐ Coordinate calendars for all interviewers and candidates
- ☐ Develop role-specific behavioral and technical questions aligned with the competency framework and job requirements
- ☐ Share resumes with each panel member at least 24 hours before the interview
- ☐ Ensure each interviewer completes their assessment independently before the debrief
- ☐ Bring the interview panel together to discuss evaluations and reach a consensus on top candidates
- ☐ Contact professional references and initiate background verification for finalist candidates before extending an offer
- ☐ Draft the offer letter including salary, benefits, equity, start date, and any contingencies or conditions

- ☐ Route the compensation package through the hiring manager, HR, and finance
- ☐ Call to verbally extend the offer, explain the total compensation package, and address initial questions
- ☐ HR will schedule a time for candidate to sign formal offer document
- ☐ Contact all candidates interviewed, thanking them and explaining their application will be kept on file for one year
- ☐ HR schedules drug testing and background checks
- ☐ Provide the new employee with a welcome packet
- ☐ Mark the position as filled and remove for website