

Hiring Task:	Complete?
<p>Pre-Recruitment Planning:</p> <ul style="list-style-type: none"> ➤ In this phase the hiring manager should be pulling all necessary information to go through the hiring process. Examples of necessary information include but are not limited to job specifications, pay grade information, job location, drafting interview questions, and determining who will be on the interview panel. For further guidance regarding pre-recruitment planning click here. <p>Additionally, the Department of Human Resources (DHR) maintains excellent guidance materials to assist you with the hiring process. Hiring Managers should familiarize themselves with these resources and can access by clicking here.</p>	
<p>Create New Job Opening in VTHR:</p> <ul style="list-style-type: none"> ➤ This phase of the hiring process engulfs the majority of necessary DHR steps. The following information must be entered into VTHR before a new job can be posted: <ul style="list-style-type: none"> ➤ Enter Business Unit, Job Family, and Position Number ➤ Enter Hiring Team: <ul style="list-style-type: none"> ➤ Recruiter (indicate primary contact) ➤ Hiring Manager ➤ DHR Administrator ➤ Enter additional details on Posting Description tab. ➤ Click Save & Submit. Once submitted, workflow sends the job opening to the Appointing Authority for approval. ➤ Receive a confirmation e-mail when posting is live on the web. <p>For further guidance on creating a new job opening in VTHR click here.</p>	
<p>Hiring Manager will receive a routed candidate list from recruitment services. This list will be sent by e-mail shortly after the deadline and within 10 business days. Hiring Managers shall <u>NOT</u> pursue candidates on the list until they have received a Candidate List and confirmed that the applicant is on the Candidate List. For further information on the hiring process refer to Hiring Manager Manual by clicking here. In addition, key policies and guidelines are accessible here.</p>	
<p>Hiring Managers will then review the Candidate List and prioritize applicants based on identified job specific criteria. The top candidates should then be pursued for an interview. The Hiring Manager shall schedule interviews with top candidates and indicate which candidates were selected for interviews in VTHR through the “Manage Interview” feature.</p> <p>Additionally prior to interviews the Hiring Managers shall:</p> <ul style="list-style-type: none"> ➤ Finalize interview questions ➤ Finalize the interview panel ➤ Refer to Department Directive 122.01, Section 5, for specific interview requirements/questions <p>During the interviews Hiring Managers shall:</p> <ul style="list-style-type: none"> ➤ Obtain signed a signed Tax Compliance Affidavit from the candidate. ➤ Obtain signed background check forms: <ul style="list-style-type: none"> ➤ Waiver/Request from Criminal Record Check Form ➤ Consent for Release of Registry Information Form <p>Copies of these forms can be obtained here.</p>	
<p>After Interviewing candidates use the “Manage Interviews” feature to change interview status to “Completed” in VTHR.</p>	
<p>Check references for the top candidate(s)</p>	
<p>Collect interview evaluation materials and save them according to Directive 122.01, Section 5(e).</p>	
<p>Request the following items from the top candidate(s):</p> <ul style="list-style-type: none"> ➤ Copy of Driver’s License or Other Government Issued Identification ➤ Copy of all legal name changes (Marriage Certificate, Court Documents, etc.) ➤ Copy of Social Security Card ➤ Copy of valid licensure (Medical, Legal etc.) ➤ Request applicant to submit fingerprints – fingerprints shall be requested from all new hires and shall be done at the closest facility with an IAFIS machine. <p>Once all documentation has been received forward the documentation, <u>the LEO form is sent to VCIC</u>, and the <u>two background check forms are sent</u> to the appropriate DOC staff member for processing anticipate a one week turnaround from the time that all items are submitted to receive a response regarding the applicant’s clearance.</p>	
<p>Forward selected applicant to Field HR Administrator and Recruiter using Forward Applicant action. You must:</p> <ul style="list-style-type: none"> ➤ Indicate desired start date. <p>Once submitted the Field HR Administrator will create and send the written job offer to the applicant.</p> <p>The applicant must log into the VTHR system and formally accept the job offer before employment can begin. Hiring Managers shall inform themselves of this process so they are able to assist the selected applicant with any questions they may have.</p> <p>Field HR Administrators are assigned to the department and their contact information can be accessed here.</p>	