

Hiring Checklist

The following are recommended steps for an employer to follow when hiring a new employee. Not all of these steps are required, but by following each of these steps, an employer reduces risk and exposure to liability.

Job Opening....

- Create job description with essential functions
 - Job advertisement prepared and distributed
 - Applications completed and submitted to employer
 - Review applications
 - Minimum qualifications met
 - Schedule interview for best qualified candidates
 - Prepare interview questions
 - Conduct interview
 - Obtain a signed information release from applicant
 - Obtain a signed driving record release from applicant (if applicable)
 - Optional: Criminal Background Check* (Employers who perform a criminal background check need to have an established policy and procedure on how they will handle the criminal information. The necessity of this check depends on the type of work your employees and volunteers will be performing.)
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If Applicant is a good candidate for hire, continue....

- Check employment references
 - Call applicant if additional information or clarification needed
 - Hold hiring committee meeting to discuss applicants
 - Make hiring decision based on job-related factors
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If Applicant is offered and accepts position, continue....

- Employment manual distributed to new employee
 - Receipt of employment manual form signed and placed in personnel file
 - Insurance and benefits information provided to employee
 - Employment eligibility documentation obtained from new employee and INS Form 1-9 placed in personnel file
 - Employee withholding IRS Form W-4 signed and placed in personnel file
 - Notice of Workers' Compensation Coverage signed and placed in personnel file
 - Social Security number verified (if employee has a Social Security number)
 - Emergency exit and safety procedures explained
 - Job orientation and training provided
 - Key provided
 - New Hire report made to State of Texas
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If Applicant is not offered a position, continue....

- Send "Thank you, but decline to offer position" letter