

IDOH HIRING PROCESS TOOLKIT | Checklist & Timeline

IDOH Hiring Process Instruction Guide can be found [here](#).

Day 1: Create Requisition		
Action	Owner	Resources
<input type="checkbox"/> Create Requisition in SuccessFactors.	Hiring Manager	IDOH Hiring Process Instruction Guide Hiring Process Guide Start- Finish IDOH Job Families Guide Job Description Job Bank Posting Details
<input type="checkbox"/> Approve and post requisition.	IDOH HR & TA	
<input type="checkbox"/> Select individuals for hiring panel.	Hiring Manager	
Days 2-14: Screening & Interviewing		
Action	Owner	Resources
<input type="checkbox"/> Review job description/Understand the vacancy.	Hiring Panel	Interview Pre-screen Template Interview Question Library Interview Guide Guidance for Assessing Applicants Candidate Experience Disposition Code Guide Basic Interview Etiquette Interview Confirmation Template Illegal Interview Questions Not to Ask
<input type="checkbox"/> Create Interview Pre-Screen.	Hiring Panel	
<input type="checkbox"/> Create Interview Guide.	Hiring Panel	
<input type="checkbox"/> Add Hiring Panel members to the requisition.	Hiring Manager	
<input type="checkbox"/> Review new applicants daily and move candidates of interest from "Screen."	Hiring Panel	
<input type="checkbox"/> Conduct phone or email pre-screens. (TIP: Email pre-screens could be sent daily)	Hiring Panel	
<input type="checkbox"/> Schedule and conduct Interviews.	Hiring Panel	
Days 15-20: Offer & Hire		
Action	Owner	Resources
<input type="checkbox"/> Extend contingent offer to final candidate.	Hiring Manager	Employment Offer Guidance Disposition Code Guide Final Candidate Justification Form Building Liaison Pre-Hire Welcome Email Template
<input type="checkbox"/> Disposition all other candidates as appropriate.	Hiring Manager	
<input type="checkbox"/> Move final candidate to "Initiate Pre-Hire" status and send Final Candidate Justification Form to HR.	Hiring Manager	
<input type="checkbox"/> Initiate salary request, background check, and employment/education verifications, as appropriate.	IDOH HR	
<input type="checkbox"/> Extend a Final Offer and identify a start date.	Hiring Manager	
<input type="checkbox"/> Generate and send a Formal Offer Letter.	IDOH HR	
<input type="checkbox"/> BEFORE FIRST DAY: Send welcome email.	Hiring Manager	