



ROMAN CATHOLIC
DIOCESE
OF CHARLESTON
OFFICE OF HUMAN RESOURCES

Recruiting Checklist

Employee Name and Title: _____

Department: _____

Item	Action	Assigned to	Done/Date
New Hire Request Form	<ul style="list-style-type: none">• Upon request for recruiting services, location will be sent the New Hire Request Form that must be reviewed and signed by supervisor.• Diocesan schools please send completed form to the Catholic Schools Office and HR.• The Catholic Schools Office can be contacted to assist Parochial Schools in the recruiting process.	Recruiter	
Job Description Process	<p><u>Prepare the following:</u></p> <ul style="list-style-type: none">• Request for job description for position to hire. Supply job description if the location doesn't have one. Call hiring manager to talk about specific details of the position including hours, salary, location, start date, etc.• Revise and edit job description with the location before posting, making sure to get permission before posting.• Post finalized job description on specified job forums, making sure to use the apply@charlestondiocese.org email address in all postings.	Recruiter	

Pre-Interview Process	<ul style="list-style-type: none"> • Ask for references upfront with resume and cover letter. • Gather applicants for specified position, from the apply box daily. • Review resume and cover letter. • If resume displays some experience relevant to the position or education required, reach out via email to arrange a phone call. (Remember that a resume does not say everything about a person!) • During the initial phone call, gather information on the Faith/mission fit, experience, education, and character of the applicant and take notes to share with hiring manager/s. • Schedule virtual meeting to put eyes on the applicant if they are not local. 	Recruiter	
Post Pre-Interview Process	<ul style="list-style-type: none"> • After phone/virtual call, send email thanking the applicant for their time devoted to the interview process and let them know that you will be in touch with next steps. (During this step, if the applicant didn't send a cover letter with their resume when applying, request a cover letter from them.) • Review notes, comparing to the job description and hiring manager's notes, and decide whether they could be a viable candidate. • If viable, email the resume, cover letter, notes from phone call, and any other useful information along to the hiring manager for review and offer to coordinate an interview (could be in-person if the candidate is local or virtual if out-of-state). • If the hiring manager/s like what they see, move forward with coordinating an interview. 	Recruiter	

Coordinating Interviews	<ul style="list-style-type: none"> • Once the hiring manager shows interest in the candidate, gather availability from all (hiring managers may ask for other individuals to be involved) parties for an interview. • Once a date and time has been agreed upon, create the event in the calendar, inputting all email addresses of involved parties, double-checking date and time. • If interview is in-person, directly email the parties with the appropriate directions and location of the interview as well as re-iterate the time and date of the interview. Be as detailed as possible. • If interview is taking place in the Chancery, remember to include the email to reserve the conference room – second@charlestondiocese.org for the second floor conference room and third@charlestondiocese.org for the third floor conference room to request the room. • Interviews taking place at the Chancery will require that an email is sent to the front desk receptionist with the name, date, time, and reason for the applicant's visit and the location of the interview in the Chancery so the receptionist knows what to expect. • Try to be available during interview time to assist with last minute requests. 	Recruiter	
Post Interview Follow-Up	<ul style="list-style-type: none"> • No later than 24 hours after interview, email hiring manager to follow-up and offer assistance with continuing the interview process or giving verbal offers. • No later than 24 hours after interview, email the applicant and thank them for their time devoted to the interview process. 		

Due Diligence	<ul style="list-style-type: none"> • Once the hiring manager/s voice interest in wanting to make an offer, email the applicant and check 3-4 references and send the VIRTUS background check prompt. • No contract should be signed without completed reference checks and completed, cleared background check. 	Recruiter	
Job Offer Process	<ul style="list-style-type: none"> • After the references and background check come back and the candidate is cleared, the offer letter is created and sent to the applicant to sign. • Once the letter is returned with a signature, the onboarding process begins with Human Resources Department personnel. 	Recruiter	
Final Follow-Up	<ul style="list-style-type: none"> • Mark your calendar for new hire's first day and reach out by email within 3 days of their first day to make sure they are settling in and ask if they have any questions. 	Recruiter	