

HIRING AND SELECTION REVIEW

The Hiring and Selection Review poses some questions for you to consider when evaluating the effectiveness of your hiring and selection process. Please take the time to review the following questions. If you find that you do not have some of the key elements necessary for successful recruiting, HRSolver may be able to assist you by providing helpful tips and documents.

<u>HIRING AND SELECTION</u>	YES	NO	N/A
1. Who handles the hiring and selection of new employees?			
a. Company Personnel Department	_____	_____	_____
b. Department or Plant Managers	_____	_____	_____
c. Other	_____	_____	_____
2. What recruiting methods do you use to seek out job applicants?			
a. Advertising	_____	_____	_____
• Does all advertising contain "EEOC" or "EEOC/AAP?"	_____	_____	_____
• When appropriate, does advertising contain information about drug testing in accordance with government regulations?	_____	_____	_____
b. Internal - Job Posting	_____	_____	_____
• Memo Communication to Staff	_____	_____	_____
c. Radio and/or TV	_____	_____	_____
d. Word of Mouth and/or Referrals	_____	_____	_____
e. Personnel Agencies	_____	_____	_____
• Do you have a written letter of confirmation from personnel agencies regarding your corporate commitment to equal opportunity employment and other government legislation?	_____	_____	_____
f. College Recruitment Program	_____	_____	_____
g. Magazines/Trade Journals	_____	_____	_____
h. Job Service	_____	_____	_____
i. Internet Recruiting	_____	_____	_____

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3. Does the company have <u>APPLICATION FORMS</u> that:			
a. ask for appropriate and legal information from applicants?	_____	_____	_____
b. contain appropriate disclaimers which allow the company to rescind a job offer, or under certain circumstances, terminate after employment has started?	_____	_____	_____
c. attach current <u>JOB DESCRIPTION</u> and acknowledgement form for applicant to sign?	_____	_____	_____
d. does not require response that is or could be perceived as illegal discrimination?	_____	_____	_____
e. are in compliance with ADA requirements?	_____	_____	_____
4. Is there a written process for interviewing job applicants?	_____	_____	_____
5. Is there a limit on the number of applications to be accepted for a job?	_____	_____	_____
6. Is there a written procedure for checking <u>REFERENCES</u> ?	_____	_____	_____
7. Does the company write <u>LETTERS</u> of acceptance to successful applicants?	_____	_____	_____
8. Does the company write <u>LETTERS</u> or contact unsuccessful applicants?	_____	_____	_____
9. Is there an appropriate filing/retention system for applications and resumes?	_____	_____	_____
10. Does the company use pre-employment skill testing in any form?	_____	_____	_____
11. Is the <u>JOB DESCRIPTION</u> reviewed during the interviewing process?	_____	_____	_____

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YES NO N/A

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|-----|---|-------|-------|-------|
| 12. | Is there an " <u>INTERVIEW SUMMARY CHART</u> " to use in determining the most qualified applicant(s)? | _____ | _____ | _____ |
| 13. | Is there an interviewing training program for staff who conduct interviews? | _____ | _____ | _____ |
| 14. | Is there a consistent procedure followed for all job interviews? | _____ | _____ | _____ |
| 15. | Has a list of <u>JOB-RELATED QUESTIONS</u> been developed for each job? | _____ | _____ | _____ |
| 16. | Have arrangements been made with a medical resource for drug testing and any entrance medical examination required after a conditional job offer is made? | _____ | _____ | _____ |
| 17. | Have appropriate separate files been established to retain health/medical information about an applicant/employee? | _____ | _____ | _____ |
| 18. | Is there a system for auditing your interviewing process? | _____ | _____ | _____ |
| 19. | Is there a system for tracking the effectiveness of your hiring process; i.e., qualified employees are retained, low turnover, employee progress, etc.? | _____ | _____ | _____ |
| 20. | Are there established procedures for retaining job applicant information, either at a plant/branch location or at the corporate offices? | _____ | _____ | _____ |