

RECRUITMENT COVERSHEET

RPA#

POSITION #

NOTE: THE CERT FOR THIS RECRUITMENT EXPIRES ON _____ . PLEASE MAKE YOUR SELECTION WELL IN ADVANCE OF THIS DATE. IF THERE IS GOING TO BE A PROBLEM WITH MAKING YOUR HIRE WITHIN THIS TIME PERIOD, PLEASE NOTIFY _____ (916) XXX-XXXX IMMEDIATELY.

Keep this green coversheet with your recruitment file for a minimum of 3 years.

PLEASE DO NOT QUOTE SALARY (see reverse side)

LISTED BELOW ARE THE "IMPORTANT" STEPS TO FOLLOW WHEN FILLING A VACANCY:

- _____ **original** applications for your _____ position. You are responsible for maintaining these applications while your recruitment is active and returning them to Recruitment.

THESE APPLICATIONS HAVE NOT BEEN CHECKED FOR ELIGIBILITY. Once you have screened the applications please **notify recruitment via email** with a list of the candidates' names to verify eligibility of the applicants you would like to interview. **NOTE: At this time all original applications provided to you MUST be returned to Recruitment before eligibility can be checked.**

- **For SPB Auditing purposes please develop & provide the following information for your recruitment:**
 - Screening criteria used to determine which candidates shall be selected for the interview process.
 - Job-related interview questions to assess the candidate's qualifications.
- **Developing screening criteria for the interview and selection process ensures that it is an equitable process based on merit. In the event of an applicant appeal or control agency audit such documentation will assist in validating the merit based hire.**

AT THIS TIME AN EMAIL WITH THE NAMES OF THE CANDIDATES WHO HAVE MET THE ELIGIBILITY WILL BE PROVIDED FOR YOUR INTERVIEWS

Upon making your hiring decision, *PLEASE PROVIDE AN EMAIL WITH THE NAME OF THE SELECTED CANDIDATE, RETURN ALL THE APPLICATIONS* and provide the following information:

- Rating criteria used to evaluate the responses to the interview questions.
- Statement describing specific qualifications that made the **selected candidate** the most qualified for the position.
- Provide number of applicants interviewed for the position, and date(s) of interview(s).

Important information continued 

Note: Listed below is a website link that may assist you in your hiring process.

<http://www.dpa.ca.gov/training/virtual-help-desk-for-supervisors-and-managers/hiring-process.pdf>

The Following Forms are included in this package:

- It is recommended that you have a signed Release of Personnel/Attendance Records Form (Form 121) from each candidate you interview. In order to review an applicant's Official Personnel File (OPF), you will be required to present this release to the Personnel Office of the Agency where the applicant is currently employed.
- The Official Personnel File Review Checklist is a tool to assist you in your review of the OPF of each applicant you are considering to fill your vacancy.
- The Reference Check Questions are provided as a tool to assist you in the reference check process.
- **A REMINDER:** Upon making your hiring decision. **PLEASE GET FINAL APPROVAL FROM RECRUITMENT AND SELECTION SERVICES BEFORE YOU MAKE THE "FORMAL" OFFER OF EMPLOYMENT. NOTE:** All original applications provided to you **MUST** be returned to Recruitment and Selection Services. **NOTE: You may want to note the names and addresses of those candidates interviewed but not selected for sending "thank you for your interest" letters.**

Once you have received your Division approval, made a "formal" offer of employment and the candidate has accepted the offer and a start date has been negotiated, please **notify** Recruitment and Selection Services **IMMEDIATELY**.

***Salary: If a candidate questions the salary at the time of offer, contact your C&P Analyst.**

If the new hire has a preferred name or nick name versus their legal name (i.e., Chris vs. Christopher or Kathy vs. Katherine, etc.), you will need to provide this information to Recruitment and Selection Services at this time along with the desired "start date". **Recruitment and Selection Services MUST receive the completed hiring documents 10 days prior to the desired "start date".**

Please do not hesitate to contact _____ at (916) XXX-XXXX, or _____ (916) XXX-XXXX or email [Recruitment e-mail box](#) with any questions.

Thank you

Prepared By: _____

Date: _____