



Casual Hire Recruitment Checklist

Forms and Documents Required for HR

Position Title:	
Administrative Unit:	
Department:	
Supervisor:	
Screening Committee Members (List the names of all the members here)	

Forms and Documents	Completed
Documents required to get Casual Hire Position Approved	
Position Description	<input type="checkbox"/>
Forms required to Post Ad on workatuh.hawaii.edu	
Form 20 (to Post Ad on NeoGov)	<input type="checkbox"/>
Forms to Submit to Hire Selected Candidate	
Completed Casual Hire Screening Committee Review Grid	<input type="checkbox"/>
Recommendation to Fill Memorandum	<input type="checkbox"/>
Forms to Submit once the hired candidate is approved	
Form 20 (to hire a candidate)	<input type="checkbox"/>
Hiring Checklist	<input type="checkbox"/>
Welcome Email (For HR use only)	<input type="checkbox"/>