



Recruitment Checklist

Forms and Documents Required for HR

Position Number:	
Position Title:	
Administrative Unit:	
Department:	
Supervisor:	

Forms and Documents	Completed by	Completed
Documents Required to Get Position Approved		
Position Description	Supervisor	<input type="checkbox"/>
Approved Critical to Fill Request	Supervisor	<input type="checkbox"/>
Forms Required to Post Ad on workatuh.hawaii.edu		
Position Management Request Form	Supervisor	<input type="checkbox"/>
Forms to Submit for Screening Committee Prior to Interview		
Screening Committee Confidentiality Agreement	Supervisor	<input type="checkbox"/>
Screening Committee Memo	HR	<input type="checkbox"/>
Screening Committee Questionnaire	SC Chair	<input type="checkbox"/>
Interview Script	SC Chair or Supervisor	<input type="checkbox"/>
Form 17	SC Chair	<input type="checkbox"/>
Forms to Submit Following Interview		
Applicant Log, Interview Notes, and Recommendation Memo	SC Chair	<input type="checkbox"/>
Interview Script (Second Level Interviews)	Administrator	<input type="checkbox"/>
Forms to Submit Once a Candidate Has Been Selected		
Candidate Release Form & Reference Check	Administrator	<input type="checkbox"/>

This checklist is for APT, Faculty, and Civil Service recruitment. For Casual Hires, please refer to [this checklist](#).

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