

CHECKLIST TO USE FOR SELECTION PROCESS

Done	Not Applicable	
_____	_____	1. Selected applicant meets the minimum and any additional required qualifications for the position. Certification form has been attached to the <i>APPLICATION FOR EMPLOYMENT</i> .
_____	_____	2. Proof of licensure, certification and/or registration has been received.
_____	_____	3. Reference checks have been completed.
_____	_____	4. PeopleSoft system check has been completed. OHRMD – Employee Relations Section has been contacted, if appropriate.
_____	_____	5. Salary determination has been made.
_____	_____	6. Offer of employment has been made and accepted by the selected applicant. The offer has been confirmed in writing and communicates classified or unclassified status, salary, when and where to report, and other terms of the offer.
_____	_____	7. Other applicants have been notified of non-selection.
_____	_____	8. The classified employee who has accepted an unclassified position has signed an <i>ACKNOWLEDGEMENT OF UNCLASSIFIED POSITION</i> .
_____	_____	9. The classified employee who has accepted a position in DHS and is transferring from another state agency has signed an <i>ACKNOWLEDGEMENT OF PROVISIONS GOVERNING INTERDEPARTMENTAL TRANSFER</i> .
_____	_____	10. A <i>REQUEST FOR PERSONNEL/PAYROLL ACTION</i> Form has been completed and sent to the appropriate transactions center. A social security number is listed on the form.
_____	_____	11. An <i>APPLICATION FOR EMPLOYMENT</i> has been attached to the personnel action form along with the offer letter.
_____	_____	12. The benefits forms and other relevant paperwork have been given to the selected applicant to complete.

CHECKLIST TO USE FOR SELECTION PROCESS (continued)

Done Not
 Applicable

- _____ _____ 13. The selected applicant has been given the ***DHS DRUG-FREE WORK PLACE NOTICE*** to read, sign and return.
- _____ _____ 14. A notice to report for drug testing has been presented to the selected applicant and the drug testing process has been completed, if applicable.
- _____ _____ 15. A criminal history record check has been conducted on the selected applicant, if applicable.
- _____ _____ 16. Proof of having registered with the Selective Service System or proof of being exempt from registration has been presented by the selected applicant who is a male and between the ages of 18 and 26.
- _____ _____ 17. Appointment packet and all other required documents have been submitted to the appropriate transactions center for processing.
- _____ _____ 18. The ***DHS SELECTION REPORT*** has been completed and sent electronically to the OHRMD – Employee Relations Section. (Pay Grade 15 and higher only)
- _____ _____ 19. Records of all written materials related to the selection process have been collected and will be retained for at least three years.
