



## Talent Acquisition Checklist: Screening candidates

| What you'll need   | What you'll do   | What else?  |
|--|--|---|
| <ul style="list-style-type: none"> <li>___ Job description</li> <li>___ Resumes</li> <li>___ Applications</li> <li>___ Cover letters</li> <li>___ List of references</li> <li>___ Other documents (e.g., proof of certifications)</li> <li>___ List of screening questions</li> <li>___ Evaluation criteria</li> </ul> | <ul style="list-style-type: none"> <li>___ Log into the <i>One USG</i> site and go to <i>Recruiting Self Service</i>. Select <i>Search Job Openings</i> and search for the relevant opening</li> <li>___ Go to the resulting <i>Applicants</i> tab and review the documents submitted for each candidate</li> <li>___ Determine if minimum requirements have been met. Select <i>Mark Reviewed</i> and a Disposition</li> <li>___ Select finalists to be interviewed. Edit Disposition to Interview or Reject with reason code. Schedule and hold desired interviews</li> <li>___ Evaluate candidates and document interview details, observations and hiring decision. Determine if further screening is advisable or offer will be made.</li> <li>___ Update Disposition in the system. Send rejection emails to candidates who will not be considered further</li> <li>___ Check references prior to determining and recommending an offer</li> </ul> | <ul style="list-style-type: none"> <li>___ Involve key stakeholders in the screening process</li> <li>___ If no suitable candidates are found, post again or consider revising search parameters</li> </ul> |

Notes: