

Hiring Evaluation Checklist

Requisition #: _____ Title: _____ Selected Candidate: _____

1.	Was the hiring process conducted in accordance with the Human Resources Talent Acquisition Policy (HR-20) or the Academic Instructional Staffing Policy (800114)? If no, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Has at least one of the selected candidate's references been checked and the Reference Check Form completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Has the candidate ever been employed by SHSU, the Texas State University System, or any of its component institutions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	If yes to Question 3, has the hiring manager contacted the candidate's current or most recent supervisor in accordance with Human Resources Talent Acquisition Policy (HR-20)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	What criteria were used to determine the candidates selected for interview (e.g., preferred qualifications, degree level, certifications, additional relevant experience)?	
6.	Were at least 20% of the total number of candidates interviewed applicants who self-identified as eligible for the Veteran's Employment Preference and met the minimum qualifications for the position? If no, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Were all interviewed candidates asked the same interview questions covering objective, job-related criteria? If no, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Did the hiring department advertise the position through additional sources (e.g., professional organizations, conferences, publications), excluding postings placed by Human Resources? If yes, please list all sources used.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	What qualifications, skills, or experiences did the selected candidate demonstrate that distinguish them from other qualified applicants?	

Signature (Print& Sign) – Hiring Manager or Search Committee Chair

Date

Human Resources Section:	
Reviewed by:	Date: