



Student Hiring and Recruitment Checklist

Timeline	Action Item	Status
Recruitment Strategy	Review your department/unit's strategic plans to determine if your needs should be filled by a student employee	
	Create a job description if the position is new; review and update the job description if the position already exists	
	Determine selection criteria based on the job description	
	Ensure the job description and job classification meet the Work Learn program requirements	
	Submit the job description (proposal) using CareersOnline for review	
	Decide the best method for recruiting for the position (e.g. on CareersOnline, appointing already identified student)	
	Other:	
Before Interviewing	Create interview questions, rater guide, and interview activities (e.g. in-basket test, presentation)	
	Confirm the following: number of rounds of interviews, number of panelists and who, length of interview, materials candidate needs to bring to interview	
	Set up interviews with shortlisted candidates	
	Other:	
During Interview	Introduce the interview panel	
	Explain the interview process and that you will be taking notes	
	Rate the candidate's responses to the questions	
	Close the interview by explaining the next step and thanking the candidate for coming to the interview	
	Finalize your interview notes and deliberate with panelists	
	Other:	
Selection Process	Contact references	
	Make your decision on successful candidate	
	Make a verbal offer of the position to the selected candidate and follow up with a written offer	
	Contact unsuccessful interviewed candidates and offer to give them feedback on the process	



	Collect all information from the student needed to complete their appointment into the Work Learn position	
	Use the information in your Work Learn funding offer email to complete and submit your eFORM by the required deadline	
	Other:	