

# Court Hiring Checklist

\_\_\_\_\_ County Court/Office      Position\_\_\_\_\_

\_\_\_\_\_ *Request to Fill Vacancy* form was forwarded to the Deputy Court Administrator and approval was received to fill the position.

\_\_\_\_\_ Vacancy was posted on the Court's web site and the State Jobs site

\_\_\_\_\_ Other forms of advertisement used for this position (Please list)

\_\_\_\_\_

\_\_\_\_\_ Position was advertised externally for a minimum of six workdays from posting and no applications/resumes outside the electronic application process were considered.

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|                 | DATE ADVERTISED | CLOSING DATE (should be the same date) |
|-----------------|-----------------|--|
| State Personnel | _____           | _____                                  |
| Jobs site:      | _____           | _____                                  |
| Other:          | _____           | _____                                  |

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Number of applicants who applied for position: \_\_\_\_\_

Criteria used to pre-screen applicants for further consideration?

List names of applicants chosen to be interviewed for this position with date interviewed:

| Name  | Date  | Name  | Date  |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

**(Continued on reverse...)**

\_\_\_\_\_ Questions were uniformly asked each applicant chosen for interview?

If pre-employment test(s) were used, please list the types of test(s) used and who administered the test(s): \_\_\_\_\_

\_\_\_\_\_ Employment References were contacted for selected candidate. (The signed *Application for Employment* form from State Personnel serves as an “information release” from the applicant.)

\_\_\_\_\_ The selected candidate received a “**conditional**” job offer letter noting the requirement for a criminal history check.

\_\_\_\_\_ The selected candidate submitted the "Background Check Letter of Understanding" form.

\_\_\_\_\_ The criminal history report was \_\_\_satisfactory \_\_\_ unsatisfactory Please explain:

***If unsatisfactory, discuss the matter with the AOC. If it is agreed the candidate is unsatisfactory, send a letter retracting the “conditional” job offer with an explanation. Retain this checklist for your records and send a copy to the AOC. (Select the next candidate and continue the hiring process completing a new “Court Hiring Checklist.”)***

List any other factors besides the information on the applicant’s job application and your documented interview questions considered in the selection of the applicant you chose to hire:

**NOTE:** The W-4, I-9, Direct Deposit, and New Employee Status forms must be submitted to Eileen Janssen at least 5 working days prior to the start date, or the new employee may not begin work.

\_\_\_\_\_ All other applicants have been informed that that they were not selected for this position.

Name of applicant chosen for the position: \_\_\_\_\_

Position vacated by employee: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ ( hour) ( month) ( year)

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Date

**Make a copy of this completed form to include as part of your “Record of Hiring” and send a copy to the Administrative Office of the Courts. Upon receipt you will receive a new employee packet to give to the new employee.**