**Hiring Checklist**

* Job Description: develop or revise as needed
* Determine salary range
* Determine benefit package
* Ad placement\*
* Collect Applications\*
* Complete Authorization to Interview form\*
* Interview Candidates\*
* Complete Interview worksheets\* (and save for legal reasons)
* Reference Checks\*
* Background Checks\*
* Send Offer Letter\*
* Send Rejection Letters\*
* Complete New Hire Checklist\*
* Complete Employee File Checklist\*, including completion of intake forms

\*Item available in HR toolkit at www.cclsny.org