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Hiring Package Checklist

This checklist is to be used by Managers and Supervisors when submitting a hiring package to Human Resources

- Organize candidates on the “Referred List” in the NEOGOV Online Hiring Center (OHC). Ensure that candidates have been moved to appropriate statuses, e.g., Hired, Reject, and provide non-selection reasons for each interviewed candidate not hired in the NEOGOV Exam Plan
- Copy of vacancy announcement
- All interview/selection materials – this includes all electronic applications printed out as part of your hiring process (in alphabetical order) and all interviewing materials (names of interviewers, interview questions/exercises, rating materials used for selecting and ranking candidates, etc.)
- Provide reference checks from current or most recent prior supervisor listed on the application. A minimum of (2) are required. Reference checks should be documented on the DPI Pre-Employment Reference Check Form.
- Provide signed Nepotism Certification Form. Nepotism form should include both the applicant and manager’s signature, applicant’s social security number, position number, job classification title and Department (Section).