

SELECTION PROCESS CHECKLIST

- Step 1: Complete a State of South Dakota Requisition Request form**
After you have received the appropriate agency approval, complete the State of South Dakota Requisition Request and email the form to your Human Resource Manager.

- Step 2: Review applications in Manager Space**

- Step 3: Conduct additional screenings, if appropriate**

- Step 4: Conduct final interviews**
Those names bolded and marked with an asterisk (*) or bolded with a letter code on the Requisition List must be given an initial interview.

- Step 5: Select top candidate**

- Step 6: Conduct reference checks**

- Step 7: Offer employment**
 - Obtain agency approval to offer employment to the top candidate.
 - All selections and salary proposals must have the Human Resource Manager's approval prior to making an offer of employment.
 - Contact the top candidate to make an offer of employment once you receive necessary approval.
 - Complete background check and/or drug/alcohol test (if required for this position) before candidate begins employment.

- Step 8: Complete documentation**
Return all required documentation to your Human Resource Manager within **two working days** of the acceptance of the offer of employment.

- Step 9: Schedule new employee orientation**
Contact your payroll personnel specialist to schedule orientation for your new employee.