



HIRING PACKET CANDIDATE SELECTION REVIEW CHECKLIST- Statewide

Effective Date: July 1, 2024

Supersedes: N/A

Application: Executive Branch Agencies and Agencies with Merit employees

This checklist is designed to assist Hiring Managers in properly completing the candidate selection process for merit employees. The items listed below are required to comply with this process. Please place a check next to each item upon completion and then sign, date, and return this checklist and scanned Hiring Packet documentation to DHR_Central_Recruitment@delaware.gov and cc your Employee Benefit Services mailbox for centralized agencies or your Agency Talent Acquisition (ATA) team member that sends referral lists. More instructions can be found at [Hiring Packet Candidate Selection Operating Procedures](#).

CANDIDATE DETAILS

Recruitment #:	Interview Date(s):
Budgeted Position (BP) #:	Name of Selected Candidate:
Hiring Manager:	Section/Division/Agency:

HIRING PACKET REQUIREMENTS

- Complete Reference Checks for the selected candidate, at least 2 (1 is Interagency, if applicable)
- Requested Interagency Reference Check, if applicable
- Reference Contact Information Forms for all interviewees
- Writing exercises/writing samples provided at interview, if applicable
- Interview Evaluation Form for each applicant interviewed
- Copy of each interviewed applicant's signed Disclosure of Immediate Relatives Form
- Copy of License/Certification Verification (CN, RN, PE, etc.), if applicable
- Referral Action Form
- Email Address of Employee to Model New Hire's Computer Access: _____

ACKNOWLEDGEMENT

I have reviewed the candidates' application, conducted interviews, and reviewed the hiring packet for completeness. I have provided all applicants equal opportunity and met the objectives of the State of Delaware's hiring process and Merit Rules (when applicable). Based on the information provided during the application process the person being hired meets the job requirements (and any selective requirements) needed for this position.

By using this form, the parties acknowledge their agreement to conduct transactions by electronic means. A party's electronic signature for purpose of the Uniform Electronic Transactions Act, 6 Del. C. Ch. 12A may be provided by checking a box as indicated, electronic initials or name, or email confirmation.

Hiring Manager Name

Hiring Manager Signature

Date