

STAFF PRE-HIRE CHECKLIST

Submit completed forms to IMS HR.

Today's Date	
Hiring Manager	
General Position Information	
IMS HR can assist with navigating this information. Position titles and salaries are hosted at: https://hr.gatech.edu/compensation/staff-job-descriptions-and-salary-structures/	
Position Title	
Position budget (default is position midpoint)	
Will you offer relocation assistance? (IMPORTANT: relocation must be included at time of offer; legally cannot offer it later).	
Posting duration (minimum requirement is one week)	
Posted internally to GT, externally, or both?	
Job Duties and Description	
The job duties are posted as-is, per the official job description. We can, however, add Additional/Preferred Duties and Qualifications in addition to the official description.	
Additional Duties to List [Email to IMS HR if more space is needed]	
Ideal / Preferred Candidate Qualifications [Email to IMS HR if more space is needed]	
Position Details	
Onsite, hybrid, or remote?	
Supervisory position? Yes/No	
Is driving required? Yes/No	
Is a PCard needed? Yes/No	
Will the position travel? Yes/No	
If Yes, what % of time?	
Is this a Position of Trust [position with master access to facilities or finances] Yes/No	
Position Advertising	
If you'd like to advertise through one of these sites, provide a brief job-specific writeup for us to use. Options with an asterisk* may incur advertising fees.	
<input type="checkbox"/> IMS Webpage	<input type="checkbox"/> NNCI Webpage
<input type="checkbox"/> IMS Staff List	<input type="checkbox"/> NNCI Email List
<input type="checkbox"/> IMS External Newsletter	<input type="checkbox"/> LinkedIn*
<input type="checkbox"/> SUMS Users	<input type="checkbox"/> Technical Communities (ex., IEEE, ACS)*
Hiring Manager Responsibilities	
Check all that apply. Information may be shared with GTHR before offer can be extended to candidate.	
<input type="checkbox"/> I have completed Interviewing @ Tech training.	
<input type="checkbox"/> I will assemble a search committee to review, interview, and rank candidates.	
<input type="checkbox"/> I will inform IMS HR of the names of those interviewed, dates of interviews, and ratings.	
<input type="checkbox"/> I will assemble an interview matrix to rank candidates and send IMS HR a copy of the completed matrix.	
Hiring Manager Signature _____	