



PEOPLE AND INTERNAL OPERATIONS DEPARTMENT

Recruitment - Eligibility and Due Diligence Checklist

The People and Internal Operations (PIO) Department is responsible for the review, vetting and approval of all final candidate selections including verifying all candidates meet the experience, educational, licensure, and/or certification requirements as established in the minimum qualifications. The PIO Department is charged with ensuring that a competitive recruitment process is conducted and managing the effective administration of a fair and equitable recruitment process countywide.

Job Opening #		Job Classification	
Candidate's Name			
<input type="checkbox"/> External <input type="checkbox"/> County Employee/ <input type="checkbox"/> Interdepartmental transfer <input type="checkbox"/> Intradepartmental transfer			
		(Department A- Department B)	(Within same Department)

Verification to be conducted prior to submitting a Job Offer via INFORMS for approval:

Requirement	Initial to indicate completion (N/A if not applicable)
<input type="checkbox"/> Work experience listed on the resume and/or application meets the minimum qualification	_____
<input type="checkbox"/> Proof of Educational Credentials	_____
<input type="checkbox"/> Proof of License and/or Certification	_____
<input type="checkbox"/> Veteran's Preference was claimed/awarded (if applicable)	_____
<input type="checkbox"/> References checks (External Candidates)	
<input type="checkbox"/> Performance Evaluations and Employee Records (Internal Candidates)	_____

Additionally, background screening results for all candidates must be reviewed after extending a Conditional Job Offer and prior to finalizing a hiring decision. Departments must comply with County Code Section 2-31 and follow all guidelines outlined when reviewing background information.

This form certifies I have verified the above referenced information and conducted the required due diligence prior to finalizing a selection in the recruitment process.

Department \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_