

Recruitment Checklist

Recruit Right

Getting Started		
1	<p>Evaluate the need for a new employee. Consider these options:</p> <ul style="list-style-type: none"> ○ Hire an employee/staff member (full time, part-time or casual) ○ Use a contractor or a virtual assistant ○ Outsource it to another business ○ Consider using a global resource site such as Fiverr or Upwork 	<input type="checkbox"/>
2	<p>Define the role and create a Position Description, detailing the requirements of the role and any qualifications and experience needed.</p> <p>Decide what your ideal salary range for this position is.</p>	<input type="checkbox"/>
3	<p>Develop a candidate profile that will help you identify:</p> <ul style="list-style-type: none"> ✓ Cultural fit ✓ Personality and personal attributes ✓ Essential skills and experience ✓ Relevant qualifications ✓ Target audience 	<input type="checkbox"/>
4	<p>Decide how to assess capabilities:</p> <ul style="list-style-type: none"> ✓ Traditional interview with behavioural questions ✓ Other skill and capability assessments. Examples: practical demonstration, written task, role play. 	<input type="checkbox"/>
5	<p>Decide whether you will handle recruitment in-house or if you will outsource it to a capable HR provider or recruitment agency. Contact them to agree on recruitment fees.</p>	<input type="checkbox"/>
Advertising		
6	<p>Prepare and review the job advertisement. Decide whether you wish to advertise your company name or advertise 'blind'. There are pros and cons of each.</p> <p>Decide on the application process and advise this in your ad.</p>	<input type="checkbox"/>
7	<p>Advertise the vacancy on relevant job boards, and internally in your business if appropriate.</p>	<input type="checkbox"/>
8	<p>Post the advertisement.</p>	<input type="checkbox"/>
Pre-interview screening		
9	<p>Review all applications against key criteria and shortlist those that you would like to consider.</p>	<input type="checkbox"/>

10	Call shortlisted candidates to do a quick assessment of their suitability and genuine interest in the job.	<input type="checkbox"/>
11	Decide who will facilitate the interviews. The person's direct manager should always be involved. Prepare a set of standard interview questions that you will ask each candidate (to help you compare apples with apples).	<input type="checkbox"/>
Interviews		
12	Schedule all interviews to occur in a quiet and private place, preferably a meeting room.	<input type="checkbox"/>
13	Have all candidates complete an application form prior to attending the interview (when they arrive), confirming their referees, their availability, time off booked and any issues preventing them from doing the role for which they have applied. Make sure they sign the application form.	<input type="checkbox"/>
14	Conduct all interviews in a relaxed but professional manner. Make sure you welcome candidates and engage in some general chat. Put the candidate at ease and smile and nod to make them feel comfortable. Ask your questions first, then provide time for them to ask you any questions.	<input type="checkbox"/>
15	Conduct any capability assessments and/or a second interview if required.	<input type="checkbox"/>
16	Once you have identified your preferred candidate, make sure you conduct at least 2 reference checks with previous employers.	<input type="checkbox"/>
Making the offer		
17	Decide on your salary offer and your preferred start date. Call the candidate to make a verbal offer and provide time for them to consider your offer.	<input type="checkbox"/>
18	Once your verbal offer has been accepted, create and provide an appropriate employment contract and letter of offer for them to review and sign.	<input type="checkbox"/>
19	Provide a copy of the National Employment Standards Information Sheet.	<input type="checkbox"/>
Before they start		
20	Advise your team of the new appointment and ensure they assist you in welcoming the new member of the team.	<input type="checkbox"/>
21	Prepare their workstation and/or tools to do their job (have their computer, email address, locker, building access card, car ready).	<input type="checkbox"/>
22	Create an appropriate induction program to work through on their first few days, to ensure the person is set up to be successful from the start!	<input type="checkbox"/>