Recruitment Process Check list

Use this list to assist in the process of recruitment and selection.

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| VACANT POSITION: |  |
| DATE POSITION TO BE FILLED BY: |  |
| DEPARTMENT: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STEP 1: RECRUITMENT CHECKLIST | | | **Who is Responsible?** |  |
| 1. Position Description - reviewed 2. Key Selection Criteria identified 3. Position / Budget Approved | | | Manager |  |
| 1. Determine position status  Full Time  Part Time   Temporary  Casual  Fixed term   1. Period of Employment:   Start Date \_\_/\_\_/\_\_  Finish Date (for Temp / Fixed positions) \_\_/\_\_/\_\_   1. Hours to be worked: 2. Days to be worked: 3. Med / drug check required? **Yes/ No** 4. Police check required? **Yes/ No** 5. License / Trade Papers required? **Yes/ No**   Additional Comments | | | Manager |  |
| STEP 2: DETERMINE REMUNERATION | | |  |  |
| Determine Remuneration Award  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class. Level :  Salary Agreement: | | | Manager |  |
| Package details: | | |  |  |
|  | | |  |  |
| STEP 3: EQUIPMENT REQUIRED | | |  |  |
| INDICATE ASSET NEEDS FOR THE POSITION: ✓  Telephone Extension | Notes: | | Manager |  |
| Computer or Laptop |  | |  |  |
| Desk and Office Space |  | |  |  |
| Mobile Phone |  | |  |  |
| Vehicle |  | |  |  |
| Business Cards |  | |  |  |
| Access to Premises |  | |  |  |
| STEP 4: ADVERTISING CHECKLIST | | | Manager |  |
| 1. Determine advertising  Internal  External  Both | | |  |  |
| 1. Determine print / electronic media advertising (if external) | | |  |  |
| STEP 5: External Recruitment Checklist | | | Manager |  |
| 1. Do you require External Recruitment Services?   Yes  No | |  |  |  |
| 1. Company /Consultant preference | | |  |  |
| 1. Meet with Consultant to discuss requirements | | |  |  |
| 1. Fees and services agreed in writing with Consultant | | |  |  |
|  | | |  |  |
| STEP 6: SHORTLISTING/SELECTING CHECKLIST | | |  |  |
| 1. Score all applications against the same key-criteria and create shortlist | | |  |  |
| 1. Preliminary ref check of shortlisted candidates | | |  |  |
| STEP 7: INTERVIEWS CHECKLIST | | | Recruit.  Coord. |  |
| 1. Develop interview questions from PD | | |  |  |
| 1. Private, tidy environment for interviewing booked | | |  |  |
| 1. Confirm available timeslots with interviewer | | |  |  |
| 1. Arrange interview times with candidates | | |  |  |
| 1. Prepare Interview packs and provide to interviewer.   Interview packs to include:  PD, Key Criteria, Questions  Applicant’s CV, Cover letter and Reference Checks | | |  |  |
| **STEP 8: TESTING CHECKLIST – eg. skills, aptitude, behaviour testing.** | | | Manager |  |
| 1. Any additional testing required  Yes  No | | |  |  |
| 1. Please indicate testing required | | |  |  |
| STEP 9: REFERENCE / CREDENTIALS CHECKLIST | | | Manager |  |
| 1. Proof of Australian work-rights sighted and copied | | |  |  |
| 1. Three Reference Checks completed | | |  |  |
| 1. Police / Med checks sighted and copied | | |  |  |
| 1. Certificates of qualifications sighted and copied | | |  |  |
| STEP 10: OFFER/APPOINTMENT CHECKLIST | | | Manager |  |
| 1. Final choice confirmed | | | Manager |  |
| 1. Terms of offer confirmed | | |  |  |
| 1. Verbal offer made to candidate/s ACCEPTED: YES / NO | | | Recruit. Coord |  |
| 1. Commencement date determined \_\_\_/\_\_\_/\_\_\_ | | |  |  |
| 1. Final Contract of Employment approved | | | Manager |  |
| 1. Appropriate “Letter of Offer” sent to successful candidate | | | Recruit. Coord |  |
| 1. Signed Letter of Offer & Payroll Forms returned by candidate | | |  |  |
| 1. Unsuccessful Letters sent out to other candidates | | |  |  |
| 1. Notice of appointment to all staff | | |  |  |
|  | | |  |  |
| Successful Candidate’s Name: | | | | | |
| Start date: | | | | | |
| Notes: | | | | | |
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