Recruitment Process Check list

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

|  |  |
| --- | --- |
| 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 term1. 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, QuestionsApplicant’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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