

# Recruitment Checklist

We understand how hard recruitment can be, especially in the current employment landscape. Candidates are moving quickly through the hiring process and are often withdrawing or accepting other offers before you get the chance to make an offer. Businesses and organisations need to adapt to the changing employment market and consider their Employee Value Proposition to attract and retain the best candidates. We have put together this checklist to help you improve your recruitment skills and increase your chances of hiring the best people for your team.



**totalHRM**  
THE PEOPLE BUSINESS

For more assistance and resources, please visit our website [www.totalhrm.com.au](http://www.totalhrm.com.au)

# RECRUITMENT CHECKLIST

FOLLOW OUR GUIDE BELOW TO ENSURE YOU'VE DONE EVERYTHING YOU CAN TO SUCCEED.

## Before Advertising

- 
- |    |   |                          |
|----|---|--------------------------|
| 01 | REVIEW THE POSITION DESCRIPTION TO ENSURE THE DUTIES OF THE ROLE ARE CURRENT. | <input type="checkbox"/> |
|----|---|--------------------------|
- 
- |    |  |                          |
|----|--|--------------------------|
| 02 | IF YOU ARE ADVERTISING A NEW POSITION, ENSURE THERE IS A SUFFICIENT BUDGET FOR THE ROLE. | <input type="checkbox"/> |
|----|--|--------------------------|
- 
- |    |  |                          |
|----|--|--------------------------|
| 03 | DECIDE ON YOUR ADVERTISING METHOD - INTERNAL OR EXTERNAL - AND DRAFT YOUR ADVERTISEMENT. | <input type="checkbox"/> |
|----|--|--------------------------|
- 
- |    |   |                          |
|----|---|--------------------------|
| 04 | CHOOSE YOUR INTERVIEW PANEL, ENSURING THEY HAVE UNDERTAKEN TRAINING ON CONDUCTING INTERVIEWS AND UNDERSTAND THE REQUIREMENTS OF THE ROLE. PANEL SHOULD BE FAMILIAR WITH LEGISLATION ON DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. | <input type="checkbox"/> |
|----|---|--------------------------|
- 

## Advertising

- 
- |    |   |                          |
|----|---|--------------------------|
| 01 | COMMENCE ADVERTISING, USING AN ADVERTISEMENT THAT SELLS YOUR ORGANISATION FOR ITS STRENGTHS AND GIVES A CLEAR UNDERSTANDING OF THE ROLE. IDENTIFY A CONTACT PERSON APPLICANT CAN CALL IF THEY HAVE ANY QUESTIONS. | <input type="checkbox"/> |
|----|---|--------------------------|
- 
- |    |   |                          |
|----|---|--------------------------|
| 02 | SHORTLIST THE CANDIDATES BASED ON THE QUALIFICATIONS AND EXPERIENCE REQUIRED IN THE ROLE. | <input type="checkbox"/> |
|----|---|--------------------------|
- 
- |    |   |                          |
|----|---|--------------------------|
| 03 | NOTIFY UNSUCCESSFUL APPLICANTS THAT THEY HAVE NOT BEEN SHORTLISTED. | <input type="checkbox"/> |
|----|---|--------------------------|
- 
- |    |  |                          |
|----|--|--------------------------|
| 04 | SCHEDULE INTERVIEWS WITH APPLICANTS, CONFIRMING INTERVIEW DETAILS TO BOTH THE APPLICANT AND INTERVIEW PANEL VIA EMAIL. | <input type="checkbox"/> |
|----|--|--------------------------|
-

# RECRUITMENT CHECKLIST

## Conduct Interviews

- |    |   |                          |
|----|---|--------------------------|
| 01 | PREPARE <b>INTERVIEW PACKS</b> INCLUDING QUESTIONS, INTERVIEW SCHEDULE, POSITION DESCRIPTION, AND APPLICANT RESUMES.  | <input type="checkbox"/> |
| 02 | ENSURE YOU ARE CONDUCTING INTERVIEWS IN A <b>PRIVATE, COMFORTABLE SPACE</b> .   | <input type="checkbox"/> |
| 03 | ON ARRIVAL, GIVE THE APPLICANT AN <b>OVERVIEW OF THE RECRUITMENT PROCESS</b> AND THE ROLE. GIVE THE APPLICANT AN <b>ESTIMATED TIMELINE</b> TO FINALISE THE RECRUITMENT PROCESS. | <input type="checkbox"/> |
| 04 | CONDUCT <b>SECOND INTERVIEWS</b> AS NEEDED.   | <input type="checkbox"/> |
| 05 | CONDUCT <b>REFERENCE CHECKS</b> (2 MINIMUM).  | <input type="checkbox"/> |

## Make the offer

- |    |  |                          |
|----|--|--------------------------|
| 01 | SEEK ANY <b>RELEVANT APPROVAL</b> TO APPOINT THE SUCCESSFUL APPLICANT.   | <input type="checkbox"/> |
| 02 | CALL THE APPLICANT TO <b>PROVIDE A VERBAL OFFER</b> .  | <input type="checkbox"/> |
| 03 | CONDUCT POLICE CHECKS OR ANY RELEVANT <b>PRE-EMPLOYMENT CHECKS</b> .   | <input type="checkbox"/> |
| 04 | PROVIDE THE APPLICANT WITH A <b>FORMAL LETTER OF OFFER</b> AND NEW HIRE FORMS (INCLUDING FAIR WORK INFORMATION STATEMENT, SUPERANNUATION AND TFN DECLARATION FORMS). | <input type="checkbox"/> |

# RECRUITMENT CHECKLIST

## General Housekeeping

- |    |  |                          |
|----|--|--------------------------|
| 01 | <b>CALL UNSUCCESSFUL APPLICANTS</b> ONCE THE ROLE HAS BEEN FORMALLY ACCEPTED BY THE PREFERRED CANDIDATE. | <input type="checkbox"/> |
| 02 | ENSURE ALL RELEVANT RECRUITMENT PAPERWORK IS SAVED IN YOUR FILING SYSTEM.                                | <input type="checkbox"/> |
| 03 | <b>NOTIFY ALL STAFF</b> OF THE APPOINTMENT OF YOUR NEW HIRE.   | <input type="checkbox"/> |

If you are struggling to find new team members or need assistance improving your recruitment processes, please book a free 15 minute chat with one of our HR Experts.



Email  
[info@totalhrm.com.au](mailto:info@totalhrm.com.au)



Website  
[www.totalhrm.com.au](http://www.totalhrm.com.au)



Phone  
1800 868 254



Address  
409 Tribune Street, Albury NSW 2640