

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.



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RECRUITMENT CHECKLIST

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

Before Advertising

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| 01 | REVIEW THE POSITION DESCRIPTION TO ENSURE THE DUTIES OF THE ROLE ARE CURRENT. | ☐ |
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| 02 | IF YOU ARE ADVERTISING A NEW POSITION, ENSURE THERE IS A SUFFICIENT BUDGET FOR THE ROLE. | ☐ |
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| 03 | DECIDE ON YOUR ADVERTISING METHOD - INTERNAL OR EXTERNAL - AND DRAFT YOUR ADVERTISEMENT. | ☐ |
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| 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. | ☐ |
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Advertising

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| 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. | ☐ |
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| 02 | SHORTLIST THE CANDIDATES BASED ON THE QUALIFICATIONS AND EXPERIENCE REQUIRED IN THE ROLE. | ☐ |
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| 03 | NOTIFY UNSUCCESSFUL APPLICANTS THAT THEY HAVE NOT BEEN SHORTLISTED. | ☐ |
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| 04 | SCHEDULE INTERVIEWS WITH APPLICANTS, CONFIRMING INTERVIEW DETAILS TO BOTH THE APPLICANT AND INTERVIEW PANEL VIA EMAIL. | ☐ |
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RECRUITMENT CHECKLIST

Conduct Interviews

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

Make the offer

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

RECRUITMENT CHECKLIST

General Housekeeping

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| 01 | CALL UNSUCCESSFUL APPLICANTS ONCE THE ROLE HAS BEEN FORMALLY ACCEPTED BY THE PREFERRED CANDIDATE. | ☐ |
| 02 | ENSURE ALL RELEVANT RECRUITMENT PAPERWORK IS SAVED IN YOUR FILING SYSTEM. | ☐ |
| 03 | NOTIFY ALL STAFF OF THE APPOINTMENT OF YOUR NEW HIRE. | ☐ |

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.



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