

Recruitment Checklist

Devising a recruitment checklist can save a lot of time and money (especially in the long run). By following this six stage process (with links to additional help and advice) you can ensure that you have a logical path to hiring the right talent for your business.

1) Approval Process

Task	Task Completed
1. Confirm need of new hire with internal stakeholders	
2. Confirm Job Title	
3. Decide realistic 'ideal start date'	
4. Type of contract - temporary, permanent, fixed contract	
5. Determine the salary range for the position.	
6. Are there Health and Safety implications in the role?	
7. Number of hours in working week. Alternative work schedules/flex-time. Annual leave entitlement	
8. Additional benefits in the role	
9. Consider Internal Applicants	
10. Gain necessary approval to recruit	

2) Recruitment Process

1. Draw Up Job Description – what is the role and the expectations/outcomes/targets we expect our chosen candidate to achieve?	
2. Draw Up Person Profile (design a job specification) – what is our target? i.e. exactly what sort of applicant are we looking for – skills, experience, qualifications, location, qualities, 'culture fit'? Mark the criteria as 1) <u>M</u> andatory - Essential to be considered for interview, 2) <u>E</u> ssential - Requirement to be appointed, 3) <u>P</u> referred - a 'nice to have'/'like to have' 4) Remove from profile	
3. Decide application process – exactly how do applicants apply – CV, Application form, online form, etc.	
4. Prepare recruitment process. A solid selection process with a pre-written competency based interview form . What additional tools will you utilise – psychometric personality questionnaires, skills testing, aptitude testing, etc. How are you going to check/confirm skills, qualities, experience, etc. – write interview questions	
5. Decide candidate attraction method - Select Recruitment Firm / Head-hunter or own advert/resources	
6. Plan recruitment timetable and agenda – how many interviews – where – who's involved. Timeline for Deadline for applications, dates for first interviews, second interviews	
7. Write/Design Job Advert (if not using an agency)	
8. What's the 'Plan B'? i.e. what happens if the job isn't filled by the agreed date?	

3) Launch the campaign – Detail the specification to the recruiter or launch advert

4) Shortlist Stage

1. Book rooms for interviews	
2. Who is involved in short listing.	
3. Scrutinise CVs to ensure shortlisted candidates meet the <u>M</u> andatory requirements to be considered for interview	
4. Who is involved in interviewing – book into diaries	
5. Reject unsuitable candidates by phone, letter, email	
6. Invite shortlisted candidates to interview – detail recruitment process and timescale with Job Specification and Person Specification	
7. Choose mechanism to gain commitment from chosen candidates to attend interview – return confirmation by email, form, letter	
8. Background checks and references – decide whether to start them now, after the initial interviews or at the end of the recruitment process	

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5) Interview Stage

1. Ensure all interviewers have the necessary information to recruit. Pre-prepared competency interview forms, they're trained in process, aware of illegal interview questions	
2. Invite chosen candidates to complete personality questionnaires , psychometrics, aptitude tests , skills testing , background check forms	
3. Ensure interviews understand the role/requirements and how to promote the company effectively to ensure top talent want to join your business	
4. Ensure all interviewers are aware of the minimum criteria for selection at interview – the Essential requirements to be appointed	
5. Conduct interviews ideally three different decision makers involved (one that isn't from the department/division where the position is vacant). Don't discuss applicants until the deliberation process.	
6. Deliberation process – confer and agree chosen candidates – keep interview notes for personnel and HR records	
7. Reject unsuitable candidates by phone, letter, email	
8. If necessary, invite chosen candidates to the next interview stage	

6) Offer Stage and Post-Offer Stage

1. Choose selected candidate and make verbal offer (through agency if using a third party)	
2. Gain verbal agreement to offer of employment – send offer letter (subject to references and checks) with a mechanism for written acceptance	
3. Reject unsuitable candidate(s) – keep notes made through recruitment process for a minimum of 12 months (then destroy securely)	
4. Undertake background checks (perform appropriate background checks that include employment history, education, criminal record (if needed), credit history, medical checks, etc.	
5. Upon written offer acceptance (and having received positive references and background checks) send through contract to the applicant to complete and sign on the start day	
6. Send chosen candidate appropriate joining instructions – perhaps with company handbook	
7. Arrange the necessary tools needed by your new employee to undertake their role – email, IT logins, company car, etc.	
8. Be in regular communication with your chosen candidate between offer acceptance and start date	
9. Ensure an effective induction process is in place. Ensure other staff are aware of the new employee joining your business. Make them welcome!	
10. Go through a 'wash up' process with everyone involved – what went well, what have we learned for the future. Congratulations for running a great process!	

Notes