

RECRUITMENT PROCESS CHECKLIST

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
Position Description Reviewed Key Selection Criteria Identified Position / Budget Approved	Manager

RECRUITMENT CHECKLIST	
<p>Determine Position status:</p> <p> <input type="checkbox"/> Casual <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Fixed Term </p> <p>Period of Employment:</p> <ul style="list-style-type: none"> Start Date <u> / / </u> Finish Date <u> / / </u> <p>Hours Worked:</p> <p>Days to be Worked:</p> <p>Medical / Drug Check Required? - Yes / No</p> <p>Police Check Required? - Yes / No</p> <p>License / Trade Papers Required? - Yes / No</p> <p>Additional Comments:</p>	Manager

STEP 2: DETERMINE REMUNERATION	Who Is Responsible
<p>Determine Remuneration</p> <p>Award <input type="checkbox"/> _____ Class. Level:</p> <p>Salary Agreement <input type="checkbox"/></p> <p>Package Details:</p>	<p>Manager</p>

STEP 3: EQUIPMENT REQUIRED	NOTES:
<p>INDICATE ASSET NEEDS FOR THE POSITION: <input checked="" type="checkbox"/></p> <p>Telephone Extension <input type="checkbox"/></p> <p>Computer or Laptop <input type="checkbox"/></p> <p>Desk and Office Space <input type="checkbox"/></p> <p>Mobile Phone <input type="checkbox"/></p> <p>Vehicle <input type="checkbox"/></p> <p>Business Cards <input type="checkbox"/></p> <p>Access to Premises <input type="checkbox"/></p>	

STEP 4: ADVERTISING CHECKLIST	Who Is Responsible
<p>1 .Determine Advertising</p> <p><input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Both</p>	<p>Manager</p>
<p>2 .Determine Print / Electronic Media Advertising (If External)</p>	<p>Manager</p>

STEP 5: External Recruitment Checklist	Who Is Responsible
<p>Do you require External Recruitment Services</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Company / Consultant Preference</p> <p>Meet with Consultant to Discuss Requirements</p> <p>Fees and Services Agreed in Writing with Consultant</p>	<p>Manager</p>

STEP 6: SHORTLISTING / SELECTING CHECKLIST	
<p>Score all applications against the same key-criteria and create shortlist</p> <p>Preliminary reference check of shortlisted candidates</p>	

STEP 7: INTERVIEWS CHECKLIST	WHO IS RESPONSIBLE
<p>Develop Interview Questions from PD</p> <p>Private, Tidy Environment for Interviewing Booked</p> <p>Confirm Available Time Slots with Interviewer</p> <p>Prepare Interview Packs and Provide to Interviewer</p> <ul style="list-style-type: none"> • PD, Key Criteria, Questions, Applications CV, Cover Letter and Reference Checks 	<p>Recruitment Coordinator</p>



STEP 9: REFERENCE / CREDENTIALS CHECKLIST	WHO IS RESPONSIBLE
Proof of Australian Work-Rights Sighted and Copied Three Reference Checks Completed Police / Medical Checks Sighted and Copied Certificates of Qualification Sighted and Copied	Manager

STEP 10: OFFER / APPOINTMENT CHECKLIST	WHO IS RESPONSIBLE
Final Choice Confirmed Terms of Offer Confirmed	Manager
Verbal Offer made to Candidate/s ACCEPTED - YES / NO Commencement Date Determined <u> / / </u>	Recruitment Coordinator
Final Contract Of Employment	Manager
Appropriate "Letter of Offer" Sent to Successful Candidate/s Signed Letter of Offer & Payroll Forms Returned by Candidate/s Unsuccessful Letters Sent Out to Other Candidate/s Notice of Appointment to All Staff	Recruitment Coordinator

SUCCESSFUL CANDIDATES NAME:

START DATE:

____/____/____

NOTES:

THANK YOU



SignatureStaff

SETTING THE STANDARD