

# Recruitment Checklist

## Define the job

### STEP 1 Identify the needs of your business

- Full-time employee
- Part-time employee
- Casual employee
- Fixed-term contract

### STEP 2 Define the job

### STEP 3 Write a job description

Job description contains:

- Position title
- Purpose of the position
- Business context
- Major accountabilities
- Job outcomes
- Key communications
- Decision-making responsibilities
- Challenges
- Required knowledge, skills and experience
- Resources
- Tasks/duties

### STEP 4 Determine your selection criteria

- Essential criteria identified
- Desirable criteria identified

### STEP 5 Check award coverage

- NSW award
- Federal award
- Award free
- Other

## Getting the right person for the job

### STEP 6 Write a job advertisement

- Checked for non-discriminatory language
- Obtained exemption
- Applications acknowledged

### STEP 7 Prepare for the interview

- Identified applicants to be interviewed
- Organised interview panel
- Identified date
- Organised interview room
- Organised waiting area
- Time scheduled for each applicant

- Interviewees contacted
- Receptionist has list of applicants
- Interview questions prepared
- Applicants' applications reviewed
- Notes made of applicants' responses

### STEP 8 Conduct the interview

- Post interview checklist
- Applicants ranked
- Written reference checked
- Referees contacted
- Employment/background check completed
- Letter written to unsuccessful applicants

### STEP 9 Make your decision

- Create a short list

### STEP 10 Make the job offer

Phone call offer made followed by written offer outlining:

- Position offered
- Employment status (full-time etc)
- Wages or salary
- Award coverage
- Employment conditions
- Start date (finish date for fixed-term contract employees)
- Probationary period (start and finish)
- Job description
- Working hours
- Supervisor contact details
- Training
- Career path
- Special requirements
- Who to contact on first day

## Starting work

### STEP 11 Induction

- Tax declaration
- Salary banking details
- Superannuation forms
- Approval for salary deductions
- Uniforms
- Others:

### STEP 12 Monitor performance and provide feedback