Recruitment and Selection Checklist

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| Sequence of tasks |
| 1. Ensure you have a recruitment policy in place. Recruitment should proceed in line with that policy.
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| Preliminary steps |
| 1. Evaluate the need for a new employee. Consider alternatives to employing a new employee.
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| 1. Evaluate job description and educational qualifications.
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| 1. Create specifications and other documents relevant to job.
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| 1. Review budget and long-term needs of business. Is a new employee affordable and is the investment justifiable?
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| 1. Prepare a budget for the recruitment process.
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| 1. Decide whether to handle recruitment in-house or whether to use an external source, such as a recruitment agency or consultant.
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| 1. If applicable, locate recruitment agency/consultancy.
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| Advertising position |
| 1. Ensure the advertisement is written in clear and non-discriminatory language.
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| 1. Advertise the vacancy, both internally and externally.
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| Pre-interview selection |
| 1. Identify objective selection criteria against which job applicants will be assessed.
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| 1. Set up a procedure to review and screen job applicants.
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| 1. Prepare pre-interview employment questionnaire.
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| 1. In selecting job applicants for interview and employment, do not refuse interview/employment (without first obtaining legal advice) based on discriminatory grounds such as: age, race, sex, carer responsibilities, disability, sexual preference, marital or domestic status, pregnancy etc.
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| 1. Reject job applicants that do not meet basic requirements, such as minimum qualifications, work experience and skills.
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| Interview process |
| 1. Establish a selection panel.
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| 1. Prepare a list of interview questions.
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| 1. Consider a pre-employment medical examination (if relevant to the position).
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| 1. Advise job applicants of the interview.
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| 1. Interview suitable job applicants.
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| 1. Consider the need for a second interview.
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| 1. Advise job applicants of a second interview.
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| 1. Ensure the job applicant is not subject to post-employment restraints that preclude their employment.
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| 1. Check job applicant’s references and verify that their qualifications are valid.
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| 1. Check that job applicants are legally able to work in Australia.
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| 1. Consider conducting criminal record check (if relevant to position).
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| 1. Prepare short-list of suitable job applicants.
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| 1. Select the most suitable and qualified job applicant.
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| Offer of employment |
| 1. Make job offer verbally, but be clear it is subject to acceptance of a written offer (including probationary period) and, if accepted, confirm starting date.
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| 1. Prepare a formal letter of offer/employment contract.
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| 1. Ensure the employment contract meets basic minimum legal requirements (consider a pay and conditions checklist).
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| 1. Provide the successful job applicant with a ‘Fair Work Information Statement’.
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| 1. Obtain tax and superannuation details from successful job applicant.
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| 1. Advise all unsuccessful job applicants.
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| General |
| 1. Evaluate recruitment policies and processes regularly and improve as required.
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| 1. Destroy those documents relating to unsuccessful job applicant within a short period who have not provided consent for their personal information to be retained.
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| 1. Consider retention of recruitment documents taking into account privacy legislation.
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| 1. Retain unsuccessful job applicant documents for future positions only by consent.
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