

Hiring Process Checklist

- Advertise the position. ☐
- Have an HR recruitment policy in place before looking for new hires. ☐
- Conduct a proper evaluation to ensure a new hire is necessary. ☐
- Consider the scope of the job description and the education level required. ☐
- Can the business justify the expense of a new hire right now? ☐
- Consider if you will take care of the recruitment process in-house. ☐
- If you are not going to handle the process, draw up a short list of agencies. ☐
- Consider your own network or the network of your staff before going public. ☐
- Ensure all advertising is written in a non-discriminatory tone. ☐
- Decide a criteria new applicants will be assessed by and keep it consistent. ☐
- Put in place procedure for reviewing applicants. ☐
- Produce a pre-employment questionnaire. ☐
- Have a list of prepared interview questions to go through in the interviews. ☐
- Prepare an interview calendar and send invites to prospective interviewees ☐
- Run through your first round of interviews. ☐
- Consider who requires a second interview and send out invites. ☐
- Check for any post-employment restraints that could get in the way. ☐
- Prepare your shortlist. ☐
- Check that everyone on the shortlist is legally able to work in the country. ☐
- Make a decision on who will be the successful applicant. ☐
- Make a verbal offer subject to the necessary checks to be undertaken. ☐
- Prepare your offer letter and employment contract and obtain tax info. ☐
- Make your formal offer to the successful applicant. ☐
- Inform unsuccessful applicants & request consent to contact them in the future. ☐