

Recruitment and Selection Checklist

Sequence of tasks		
1.	Ensure you have a recruitment policy in place. Recruitment should proceed in line with that policy.	<input type="checkbox"/>
Preliminary steps		
2.	Evaluate the need for a new employee. Consider alternatives to employing a new employee.	<input type="checkbox"/>
3.	Evaluate job description and educational qualifications.	<input type="checkbox"/>
4.	Create specifications and other documents relevant to job.	<input type="checkbox"/>
5.	Review budget and long-term needs of business. Is a new employee affordable and is the investment justifiable?	<input type="checkbox"/>
6.	Prepare a budget for the recruitment process.	<input type="checkbox"/>
7.	Decide whether to handle recruitment in-house or whether to use an external source, such as a recruitment agency or consultant.	<input type="checkbox"/>
8.	If applicable, locate recruitment agency/consultancy.	<input type="checkbox"/>
Advertising position		
9.	Ensure the advertisement is written in clear and non-discriminatory language.	<input type="checkbox"/>
10.	Advertise the vacancy, both internally and externally.	<input type="checkbox"/>
Pre-interview selection		
11.	Identify objective selection criteria against which job applicants will be assessed.	<input type="checkbox"/>
12.	Set up a procedure to review and screen job applicants.	<input type="checkbox"/>
13.	Prepare pre-interview employment questionnaire.	<input type="checkbox"/>
14.	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.	<input type="checkbox"/>
15.	Reject job applicants that do not meet basic requirements, such as minimum qualifications, work experience and skills.	<input type="checkbox"/>
Interview process		
16.	Establish a selection panel.	<input type="checkbox"/>

17.	Prepare a list of interview questions.	<input type="checkbox"/>
18.	Consider a pre-employment medical examination (if relevant to the position).	<input type="checkbox"/>
19.	Advise job applicants of the interview.	<input type="checkbox"/>
20.	Interview suitable job applicants.	<input type="checkbox"/>
21.	Consider the need for a second interview.	<input type="checkbox"/>
22.	Advise job applicants of a second interview.	<input type="checkbox"/>
23.	Ensure the job applicant is not subject to post-employment restraints that preclude their employment.	<input type="checkbox"/>
24.	Check job applicant's references and verify that their qualifications are valid.	<input type="checkbox"/>
25.	Check that job applicants are legally able to work in Australia.	<input type="checkbox"/>
26.	Consider conducting criminal record check (if relevant to position).	<input type="checkbox"/>
27.	Prepare short-list of suitable job applicants.	<input type="checkbox"/>
28.	Select the most suitable and qualified job applicant.	<input type="checkbox"/>
Offer of employment		
29.	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.	<input type="checkbox"/>
30.	Prepare a formal letter of offer/employment contract.	<input type="checkbox"/>
31.	Ensure the employment contract meets basic minimum legal requirements (consider a pay and conditions checklist).	<input type="checkbox"/>
32.	Provide the successful job applicant with a 'Fair Work Information Statement'.	<input type="checkbox"/>
33.	Obtain tax and superannuation details from successful job applicant.	<input type="checkbox"/>
34.	Advise all unsuccessful job applicants.	<input type="checkbox"/>
General		
35.	Evaluate recruitment policies and processes regularly and improve as required.	<input type="checkbox"/>
36.	Destroy those documents relating to unsuccessful job applicant within a short period who have not provided consent for their personal information to be retained.	<input type="checkbox"/>
37.	Consider retention of recruitment documents taking into account	<input type="checkbox"/>

privacy legislation.	
38. Retain unsuccessful job applicant documents for future positions only by consent.	<input type="checkbox"/>