

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 a person specification and other documents relevant to the 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. This can usually come from the job description.	<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 (if applicable).	<input type="checkbox"/>
17. Prepare a list of interview questions.	<input type="checkbox"/>
18. Advise job applicants of the interview.	<input type="checkbox"/>

19.	Interview suitable job applicants.	<input type="checkbox"/>
20.	Consider the need for a second interview.	<input type="checkbox"/>
21.	Advise job applicants of a second interview.	<input type="checkbox"/>
22.	Ensure the job applicant is not subject to post-employment restraints that preclude their employment.	<input type="checkbox"/>
23.	Check job applicant's references and verify that their qualifications are valid.	<input type="checkbox"/>
24.	Check that job applicants are legally able to work in Australia.	<input type="checkbox"/>
25.	Consider conducting criminal record check (if relevant to position).	<input type="checkbox"/>
26.	Prepare short-list of suitable job applicants.	<input type="checkbox"/>
27.	Select the most suitable and qualified job applicant.	<input type="checkbox"/>
Offer of employment		
28.	Make job offer verbally, but be clear it is subject to acceptance of a written offer (including probationary period), a pre-employment medical (if applicable) and, if accepted, confirm starting date.	<input type="checkbox"/>
29.	Prepare a formal letter of offer/employment contract.	<input type="checkbox"/>
30.	Ensure the employment contract meets basic minimum legal requirements (consider a pay and conditions checklist).	<input type="checkbox"/>
31.	Provide the successful job applicant with a 'Fair Work Information Statement'.	<input type="checkbox"/>
32.	Obtain tax and superannuation details from successful job applicant.	<input type="checkbox"/>
33.	Advise all unsuccessful job applicants.	<input type="checkbox"/>
General		
34.	Evaluate recruitment policies and processes regularly and improve as required.	<input type="checkbox"/>
35.	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"/>
36.	Consider retention of recruitment documents taking into account privacy legislation.	<input type="checkbox"/>
37.	Retain unsuccessful job applicant documents for future positions only by consent.	<input type="checkbox"/>

This document is provided by HR Success to help you meet your obligations as an employer. It is not exhaustive and should not be considered legal advice. You should check to ensure the currency of information and relevance to your specific situation. If you need further assistance regarding this matter, or would like to discuss how we can help you and your business achieve Success Through People, we'd love to hear from you.