



A Simple Checklist for Effective Recruitment

Recruitment can be a daunting task. There are so many things to do and it's easy for details to slip through the cracks. While every company's recruitment process may differ slightly, we've put together a checklist to ensure you don't forget any of the major steps of recruiting a new hire.

Step 1 - Prepare the job details

You've been made aware of a need for a new employee and now it's time to gather details and plan out how to fill the position.

- **Confirm the need for the position** – This may seem redundant, but you'll want to confirm that the position you've been told to recruit for is actually necessary and approved by the business
- **Confirm budget for position** – Consult the market for going rates for the position, but also make sure you are aware of the budget you're allowed to work in while recruiting for new positions
- **Position description** – Write a new description or update the current one for each position you recruit for. You'll want to discuss the necessary skills and traits that the position requires with the person who will be managing the new hire
- **Determine selection criteria** – What skills are a must have and which are a nice to have. This will be easy to narrow down after writing the position description
- **Prepare job advertisement** -Most of the work here is done for you with the job description, however you'll want to add something on the company and make the job sound appealing
- **Liaise with recruiter if using one** - If you're going with an outside recruiter, you'll want to meet with them to go over your expectations and the recruitment requirements of the role. Don't forget to include any time or budget constraints you may be working on
- **Where to advertise** - Choosing where to advertise is important to the success of your recruitment. You'll want to recruit where the candidates are. This could be an online platform, word of mouth through current employees or even through social media

Step 2 - Manage applications and candidates

Once the position is advertised, the applications will start being sent in. The second step in the recruitment process is to manage those applications and organise the interviews.

- **Select interview panel** – This will likely include the person directly managing the new hire, as well as the department head. You may also want to consider choosing someone who won't work directly with the new hire and can offer an objective opinion on the person being interviewed.

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- **Develop interview questions** – There are some standard favourites you'll have for every interview for your company, but make sure to include questions specific to the role that will help you uncover if the person you are interviewing is capable of doing the role
- **Review applications and filter out any who won't be interviewed** - Depending on how many applications you receive; this can be a full time job. Luckily there are automation tools that can do this for you. Once you've set up the criteria for the role, they automatically filter out the top candidates from the ones who won't be receiving a call back
- **Reserve a place to conduct interviews** - Now that you have the candidates you want to interview, you'll want to make sure you have a quiet room away from any major distractions for the interview to take place
- **Make an interview schedule** - If you're juggling a few candidates to interview, it may be a good idea to make a schedule. This will also help with organising your panel's as well as the candidates schedule

Step 3 - Interviews

The next step is to conduct the interviews and choose a candidate.

- **Conduct interviews and determine top candidates** – Once everything is in place, you can begin conducting the interviews and narrow down to your top candidates
- **Check references or review employee personnel file**– This is an important step to ensure that the candidate is qualified as well as a way to understand how they manage relationships with previous colleagues
- **Obtain salary approval** - During salary negotiations, you will often go back and forth with the candidate, but before you can make an offer the salary has to be approved by your finance team and other decision makers in the business
- **Offer position** - – While it's always best practice to call the candidate to offer the position, send an offer letter for them to sign and return to you to finalise the offer
- **Conduct background checks and drug tests if required** - If your company required these, make sure they are cleared and back to you before you onboard the candidate
- **Once offer is accepted, notify other candidates not selected** - It's a good idea to maintain a good relationship with the other candidates who weren't selected as they may be fit for another role in your company in the future
- **Schedule employee into onboarding orientation** - – Don't forget, onboarding is an important part of the new hire's induction to the company!

Recruitment is crucial to every business, and can be a time consuming and expensive process. But with new tools and technology and a solid plan, you can get the right candidates for your organisation.