**Hiring Checklist/Flow**

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| **PRE-JOB POSTING** | **Complete** |
| Job/Position analysis |  |
| Position/Job Description complete |  |
| Key Performance Measures created |  |
| Employment Contract ready |  |
| Fair Work Information Statements available |  |
| Employee Handbook ready |  |
| Job Application complete |  |
| Interview questions ready (role appropriate) |  |
| Job advertisement written |  |
| Hiring plan/flow (i.e. positing period, interview process, etc.) complete |  |

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| **JOB POSTING** | **Complete** |
| Job vacancy & application internally (if applicable) posted |  |
| Job vacancy & application externally posted |  |
| Accept initial expressions of interest/applications |  |
| Acknowledge applicants |  |
| Screen applicants |  |
| Perform background checks (social media, credit, criminal, background, etc.) |  |

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| **INTERVIEW** | **Complete** |
| Successful candidates invited for interview #1 |  |
| Conduct interview #1 & complete applicant appraisal form |  |
| Call references/recommended contacts |  |
| Shortlist candidates |  |
| Successful shortlisted candidates invited for interview #2 |  |
| Conduct interview #2 & complete applicant appraisal form |  |
| Shortlist candidates |  |
| Successful shortlisted candidates invited for interview #3 |  |
| Conduct interview #3 & complete applicant appraisal form |  |
| Shortlist to final candidate |  |
| Write/call/send the offer letter to successful candidate |  |
| Write/call/send unsuccessful letters to all unsuccessful candidates |  |

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| **NEW EMPLOYEE** | **Complete** |
| Give necessary pre-hire drug, skill, physical and psychological tests |  |
| Employment Contract with the terms of employment signed |  |
| Employee Handbook, as well as any other necessary contracts – reviewed and signed |  |
| Bank account, superannuation, TFN and other company specific details (driver’s license, blue card, etc.) provided |  |
| Fair Work Information Statement issued |  |
| Introduce employee to Training and Induction program |  |
| Schedule and inform employee of Performance Review process |  |
| First week, month and 3-month Performance Reviews scheduled |  |