

Hiring Checklist/Flow

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	✓
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.)	✓
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	✓
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	✓

