Employee Hiring Checklist

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# Tasks:

☐ **Determine job position**

☐ **Determine the need for a new or replacement position.**

☐ **Hold a recruiting planning meeting with the recruiter, the HR leader or the hiring manager.**

☐ **Make a list of the key requirements for the position including special qualifications, traits, characteristics, and experience the candidate should possess.**

☐ **With HR department assistance, write a job description which is up-to-date, realistic and includes all essential job functions.**

☐ **Determine the salary range, bonuses and commissions for the position.**

☐ **Post job position**

☐ **Post the position internally by using bulletin board.**

☐ **Send an all-company email to notify staff that a position has been posted and that you are hiring employees.**

☐ **Spread word-of-mouth information about the position availability in your industry and to each employee?s network of friends and associates.**

☐ **Contact several recruiting agencies, discuss the terms and conditions they offer and sign a contract with the one that meets your requirements.**

☐ **Network and post jobs on online social media sites such as Twitter and LinkedIn.**

☐ **Post the offering on job portals or professional association websites.**

☐ **Place a classified ad in newspapers.**

☐ **Talk to university career centers.**

☐ **Screen candidates**

☐ **Accept resumes and confirm their receiving.**

☐ **Sort resumes according to your requirements and screening criteria.**

☐ **Create a pre-interview questionnaire for the phone screening.**

☐ **Phone screen the candidates whose credentials look like a good fit with the position.**

☐ **Interview candidates**

☐ **Create interview questionnaire.**

☐ **Phone the candidates to appoint interview dates and time.**

☐ **Hold screening interviews during which the candidate is assessed and and has the opportunity to learn about your organization and your needs.**

☐ **Determine the appropriate people to participate in the second round of interviews.**

☐ **Schedule the additional interviews.**

☐ **Hire**

☐ **Reach consensus on whether the organization wants to select any candidate.**

☐ **Talk informally with the candidate about whether he or she is interested in the job at the offered salary and stated conditions.**

☐ **Prepare a written position offer letter from the supervisor that offers the position.**

☐ **Let the candidate sign the offer documentation to accept the job.**

☐ **Schedule the new employee's start date.**