

# Employee Hiring Checklist

By Alex Strickland

- 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 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.