

Recruitment/appointment Checklist

Position

Date



	Yes	No	Responsible person
<p>1. Recruitment Policy</p> <ul style="list-style-type: none"> • Is there an existing policy? • Do you need to write one or update the policy? • Are the legal and organisational requirements current? • Are there any lessons learnt from the past that should inform a new policy? • Do you have a written employment contract for the position? • Do you have a current Induction policy/procedure for new Managers/staff 			
<p>2. Position Description</p> <ul style="list-style-type: none"> • Is there a written Job/Position Description? • Does the Job/Position Description reflect the current organisational/compliance and market need? • Does it include: current state of play of the organisation including mission statement etc? 			
<ul style="list-style-type: none"> • Outline of key responsibilities which are also set as Key Selection Criteria? 			

<ul style="list-style-type: none"> Outline of accountability who position reports to and organisational structure? 			
<ul style="list-style-type: none"> Outline of Key tasks/activities? 			
<ul style="list-style-type: none"> Clarity about tenure e.g. full time, contract etc. 			
<p>3. Budget:</p> <ul style="list-style-type: none"> Do you have an approved salary in the budget that will attract the right person and cover all relevant schedules in the award? 			
<p>4. Advertising</p> <ul style="list-style-type: none"> Consider time frames and place adverts accordingly 			
<ul style="list-style-type: none"> Has someone taken responsibility for the writing and placement of ads? 			
<p>5. Panel:</p> <ul style="list-style-type: none"> Who will be on the panel? If using external members allow time for them to commit to interview times 			
<ul style="list-style-type: none"> Develop interview procedure, questions, responses and appraisal sheets 			

<ul style="list-style-type: none"> • Shortlist applicants to be interviewed 			
<ul style="list-style-type: none"> • Agree who organises venue, appointments etc. 			
<p>6. Referee Checks:</p> <ul style="list-style-type: none"> • Who will conduct checks? 			
<ul style="list-style-type: none"> • Particular areas of interest and questions to be asked of referees decided? 			
<p>Things to consider:</p> <p>1. Do you have a Policy regarding adverse findings e.g. negative response to Police check?</p>			
<p>2. Send letter of offer and employment contract to be signed by the employee and employer</p>			
<p>3. Does the employee have a copy? Along with other requirements including Fair Work Fact sheet.</p>			
<p>4. Who will take responsibility for Induction?</p>			
<p>5. Notify any unsuccessful applicants</p>			
<p>6. Ensure performance review process in place and set dates for reviews</p>			

*Please refer to corresponding recruitment process on which this checklist is based on the CHN Website www.chn.net.au