

**Recruitment/appointment Checklist**

**Position**

**Date**



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

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

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

\*Please refer to corresponding recruitment process on which this checklist is based on the CHN Website [www.chn.net.au](http://www.chn.net.au)