# Recruitment process checklist

Use this checklist to help to ensure that you are well prepared to run an efficient process to advertise, select, recruit and appoint new employees.

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| Tick when complete | Task |
|  | Prior to advertising, consider your business’ competitive advantage, your reputation and branding. These are the aspects that you will want to highlight in your advertising materials. |
|  | Identify the need for an employee or contractor. |
|  | Before you advertise for a new employee:* undertake a job analysis to work out exactly what you need;
* review or write a job description and determine the selection criteria;
* write or edit application forms.
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|  | Advertise the job if required. |
|  | Identify what selection process you will use. |
|  | Prepare for the selection process. For example, if conducting interviews assemble a panel of suitable people. |
|  | Undertake the selection process and record the outcomes. |
|  | Select the most appropriate applicant. |
|  | Notify all applicants whether or not they were successful. |
|  | Produce and send the employee an appointment letter and contract of employment. Undertake other administrative tasks to formalise the appointment. |