

HIRING CHECKLIST

POSITION RECRUITING FOR: _____ INTENDED START DATE: _____

Action	Comment	Date Completed
Vacancy identified		
Determine if permanent or short term requirement		
Finalise job requirements and create/amend job description		
Finalise hours of work , remuneration, and other terms and conditions		
Determine advertising required, design advert		
Determine short-listing selection criteria		
Design telephone interview and/or face to face first interview questions		
Decide who is doing the short listing and interviewing. Ensure diary times/ interview room time is booked.		
Place advert, noting close date for applications and method of applying and who to.		
Receive applications and send acknowledgements		
Review responses and CVs against selection criteria		
Depending on numbers, conduct phone interviews to further shortlist candidates for interview. Discuss expectations in relation to pay.		
Advise unsuccessful candidates		
Arrange and conduct interviews. Determine who is asking what questions. Ascertain candidate's availability and current remuneration package. Assess ca		
Assess candidates against selection criteria.		
Design second interview questions. Arrange and conduct second interviews. Select preferred candidate.		
Complete at least two verbal reference checks on the preferred candidate. Seek advice on confidentiality and use of information		
Arrange pre-employment probity/cv/medical/credit/legal entitlement to work in NZ checks. Conduct any required assessments. Seek advice on obtaining employee authority and if unsure about any information obtained		
Compile offer, employment agreement and declarations and send. Seek advice if person relocating internationally.		
File all applicant information		
If the candidate is relocating domestically or internationally, send information on the local area they will be relocating to and any supporting information required for Immigration.		
Ensure Offer and Employment Agreement documentation returned and is signed by new employee <u>before</u> they commence – no changes made. Seek advice if documentation not returned.		
Arrange travel, accommodation, confirm travel plans and meet and greet arrangements, if relocating.		
Maintain regular contact with the new hire between acceptance of offer and start date		
Advise existing staff about new hire and start date		
Prepare and finalise the new employee's induction and resources required for new employee (IT, furniture, work tools, PPE etc).		