

RECRUITMENT PROCESS CHECKLIST

Position Title	
Date Checklist Started	

	TASK	Status	Date Completed
1	Complete Hiring Brief and Schedule*		
2	Review/Write Position Description		
3	Write Job Advertisement*		
4	Review/Write Interview Guide*		
5	Advertise the Job (Seek/LinkedIn/Company Website) for 2 weeks		
6	Advise team when Job ad is live		
7	Review applications and create shortlist for phone screens		
8	Conduct 10minute Phone Screen* (ideally 5-8)		
9	Identify shortlist for interview (ideally 3-5)		
10	Schedule 45min interviews with candidate and interview panel		
11	Conduct interviews		
12	Conduct Work Rights Check for preferred candidate (mandatory)		
13	Conduct Qualification Check for preferred candidate (where required)		
14	Conduct Police Check for preferred candidate (where required)		
15	Conduct two Reference Checks* for preferred candidate (recommended)		
16	Interview panel to review and discuss interview notes, checks and select preferred candidate		
17	Finalise Offer details – start date, salary & benefits, position title, location, manager, working days & hours, allowances/bonuses		
18	Make offer to successful candidate and confirm their acceptance		
19	Create contract and send to successful candidate		
20	Receive signed contract from successful candidate		
21	Notify all unsuccessful applicants* (Face to Face for Internal Applicants, Via phone for Interviewed Candidates, Generic Email* for all others)		
22	Remove/close job advertisement from all locations		
23	Ensure all phone screen, interview notes and checks are kept on file		
24	Announce appointment of new employee to the wider business		
25	Start planning onboarding schedule and activities		

*Template available to support process. Contact Purple Playground for more information.