

STAFF RECRUITMENT PROCEDURES

1. Confirm a need to recruit/fill a vacant position.
2. Receive approval to recruit/fill the vacancy.
3. Establish a recruitment and selection file to record details of the position and applicants.
4. Review or develop a current Position Description for the vacancy that has specific capabilities/competencies, *(a template is provided)*. *Selection criteria should also be developed to help you determine the best candidate.*
5. Determine the amount to be spent on advertising the position and then decide the most appropriate medium for attracting quality applicants. It may be a radio, newspaper or television advertisement, it may be a web posting or as simple as a sign in the window.
6. Create a suitable advertisement. It should include key details about the business (e.g. name, address, benefits of working for your business) and relevant details. It can also include job title, brief outline of position and selection criteria, closing date and necessary qualifications or experience.
7. Place the advertisement or other appropriate strategy. Ensure all details are correct, if placing a radio, television or newspaper ad it's a good idea to hear/ see a proof copy.
8. Collect applications and store in the recruitment file. Use the Position Inquiry List from this package to record details of all the applications received.
9. Review applications and short-list candidates to be interviewed. Make decisions based on the quality and content in resume's and the selection criteria established. If preferred, document and score each candidate according to selection criteria and qualifications.
10. Conduct "behavioural-based" interviews with short-listed candidates. *Have specific questions that relate directly to performance requirements of the position. Indicate that a reference check will be conducted.*
11. Conduct reference checks. *Important in verifying the claims of the applicant, it is possible they may not be entirely true.*
12. Assess and compare the quality of applications, using *interview performance, comments from reference checks and if applicable test results can be helpful in assessing suitability but these need to be designed to fit the organisation and position needs.*
13. Select the preferred candidate.
14. Offer the preferred candidate the position. *It is important to offer the preferred person the position before notifying the unsuccessful candidates as unforeseen circumstances may result in your first choice being no longer available.* Send the successful candidate an acceptance letter including start date.
15. Negotiate salary, full time or part time hours and a start date with the candidate.
16. Notify unsuccessful candidates by letter, telephone or email.
17. Ensure the recruited candidate's resume and qualifications have been verified as per the Recruitment Needs Checklist.
18. Complete the Recruitment Needs Checklist *(a template is provided)*.

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here*

RECRUITMENT NEEDS CHECKLIST

Position Vacant: _____ Date: _____

ACTIVITY	INITIAL	DATE
Confirmed the need to recruit for the vacant position?		
Received approval to recruit for the vacant position? <i>From person responsible for recruitment decisions.</i>		
Establish recruitment and selection file? <i>Folder containing this checklist, Position Inquiry List to record any inquiries, revised position description and any information relevant to prospective employees.</i>		
Reviewed or developed a current position description with specified competencies, capabilities, duties and selection criteria?		
Determined the amount to be spent on advertisement?		
Created a suitable advertisement?		
Determined the most suitable strategy to attract quality applicants?		
Placed the advertisement or sign?		
Completed Position Inquiry Checklist?		
Assessed applicant's suitability and short listed candidates for the position based on resumes?		
Designed appropriate questions and/ or tests to gain relevant information at interview?		
Conducted behavioural-based interviews with short listed applicants and informed candidate reference check will occur?		
Conducted reference checks?		

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Assessed and compared quality of each application, the performance of short listed candidates in interview stage, comments and feedback from reference checks and test and or question results?		
Offered the preferred candidate the job and negotiated a start date?		
Sent acceptance letter to successful applicant?		
Verified candidates resume and qualifications by signing that experience and qualifications are correct as confirmed by reference checks and sighting qualifications?		
Notified unsuccessful applicants by letter, e-mail or telephone?		

Name: _____ Date: _____

Signature: _____ Date: _____