

RECRUITMENT CHECKLIST

For many small businesses, hiring a new employee can be both exciting and daunting. It's important to get your processes right from the beginning. This *Recruitment Checklist* provides guidance about what to consider when hiring a new employee.

1 PRE-RECRUITMENT



- Assess and understand your business requirements**
 - What is the need you are trying to fill?
 - Is it a short-term or long-term need?
 - Could you re-train existing employees or outsource instead of recruiting?
- Understand the employment costs**
 - Review any applicable modern award or enterprise agreement for applicable leave entitlements, wages and other benefits
 - Taxation and superannuation
 - Insurance (including workers' compensation)
- Develop a job description**
 - Include the title, reporting lines, skills & qualifications and key duties

2 ATTRACTION



- Advertise the position**
 - Make sure the advertisement is not discriminatory (e.g. "candidates must not be over 45 years of age").
- Interview your short-listed candidates**
 - Focus on skills and abilities relevant to the role
 - Don't ask personal or irrelevant questions that may be inappropriate or discriminatory (e.g. "Are you planning on having children?").

3 OFFER EMPLOYMENT



- Contact your chosen candidate to offer them the role**
- Follow up with a written letter of offer or employment contract**
 - This should specify the applicable modern award or enterprise agreement, the classification, employment status (e.g. full time, part time, casual or fixed term), agreed hours of work and other key terms and conditions of employment
- Include a copy of the Fair Work Information Statement and any other forms to be completed (e.g. Tax File Declaration, Superannuation Choice) and any other induction material**