



# HIRING PROCESS CHECKLIST

Hiring new team members can be daunting, especially if it's not something you do regularly. To help, we've developed a checklist of the main steps in the hiring process to help you stay on track, find the right candidates and welcome them into your team.

## **STEP 1: IDENTIFY THE RECRUITMENT NEED**

First, take a moment to get clear on the purpose of your hire and what type of role it needs to be. Are you filling an existing position or creating a new role, and why?

## **STEP 2: WRITE A JOB DESCRIPTION**

This will help you communicate the purpose of the role, outline the typical responsibilities and define the skills and experience required to do the job.

## **STEP 3: DEVELOP A RECRUITMENT PLAN**

This is a simple, written strategy for hiring for the job. Note whether the role will be advertised internally and/or externally, and the actions you'll need to take including the number and style of interviews, plus how you'll do reference checks. Your plan should also outline what mandatory information you need from candidates, such as a driver licence or certification.

## **STEP 4: ADVERTISE THE ROLE**

You should decide if you want to accept applications from existing staff first, to allow for career progression and opportunity. Often though, you'll need to advertise to candidates outside your organisation. With a [SEEK job ad](#) you can add screening questions to quickly determine whether candidates meet your role requirements. It can be useful to stay up to date with the [latest advice on good job ad writing](#).

## **STEP 5: REVIEW CANDIDATE APPLICATIONS**

Use the job description and screening questions in your job ad to evaluate applications. Keep an eye out for the skills and experience the role requires.

## **STEP 6: SHORTLIST CANDIDATES**

Based on your review in Step 5, [create a shortlist of candidates](#) to progress to the next step.

## **STEP 7: CONDUCT INITIAL PHONE INTERVIEWS**

If you have a lot of strong applications, a phone interview is a good way to refine your shortlist. It might involve asking the candidate about their understanding of the role and their relevant experience.

## **STEP 8: CONDUCT INTERVIEWS**

Interviewing is where you will assess if the candidate suits the requirements of the role. This may be done face-to-face or via phone or video call. It can be helpful to involve another person from your organisation in the interview process for their support and expertise. Use [SEEK's Interview Builder](#) to create a customised interview template in minutes.



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## **STEP 9: REVIEW INTERVIEWED CANDIDATES**

It's often best to review an interview straight after, while it's still fresh. Do you think the candidate is a good fit for the role? Is there any other information you need to help make a decision?

## **STEP 10: CONDUCT BACKGROUND OR REFERENCE CHECKS**

It helps to get a reference check from previous employers about their experiences with candidates. Some roles also require candidates to have a security check or drivers licence confirmation.

## **STEP 11: DECIDE ON THE SUCCESSFUL CANDIDATE**

Hopefully a standout candidate has emerged at this stage. Sometimes more than one person is involved in the final hiring decision. The successful candidate should have the skills and experience you identified in Step 2 and be a good fit for your organisation.

## **STEP 12: OFFER THE ROLE**

You'll need to put the job offer and contract into writing, but it's good to first phone the successful candidate to offer them the role, as often this could involve negotiations around salary or working conditions.

## **STEP 13: ONBOARD YOUR NEW TEAM MEMBER**

Make sure the team knows who the new team member is, what job they'll be doing and their start date. It's also helpful to organise any equipment so they're ready to hit the ground running! It's also important to ensure you're organised if you need to [remotely onboard a new staff member](#).

## **STEP 14: RESPOND TO UNSUCCESSFUL CANDIDATES**

While it's not the good news they'd hoped for, unsuccessful candidates (especially those who have attended interviews) will generally appreciate knowing the outcome of their application. Here's some advice on [why it's important to respond to unsuccessful candidates](#).