**RECRUITMENT AND SELECTION CHECKLIST**

This template checklist is intended to assist member businesses develop their own workplace checklist. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the checklist. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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# RECRUITMENT AND SELECTION CHECKLIST

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| Sequence of tasks |
| 1. Ensure you have a recruitment policy in place. Recruitment should proceed in line with that policy.
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| Preliminary steps |
| 1. Evaluate the need for a new employee. Consider alternatives to employing a new employee.
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| 1. Evaluate job description and educational qualifications. Create a position description for the role including position title, reporting relationships, key responsibilities and deliverables, location of work and skills/experience required (or key selection criteria). Ensure the salary or salary range is defined as part of this process.
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| 1. Create specifications and other documents relevant to job.
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| 1. Review budget and long-term needs of business. Is a new employee affordable and is the investment justifiable?
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| 1. Prepare a budget for the recruitment process.
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| 1. Decide whether to handle recruitment in-house or whether to use an external source, such as a recruitment agency or consultant.
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| 1. If applicable, locate recruitment agency/consultancy.
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| Advertising position |
| 1. Ensure the advertisement is written in clear and non-discriminatory language.
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| 1. Advertise the vacancy, both internally and externally. Place advertisement in the most appropriate medium (company webpage, internet (e.g. Seek or Career One) and/or print (e.g. The Age or local paper).
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| Pre-interview selection |
| 1. Identify objective selection criteria against which job applicants will be assessed.
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| 1. Set up a procedure to review and screen job applicants.
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| 1. Prepare pre-interview employment questionnaire.
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| 1. Shortlist candidates against the defined key selection criteria (and relevant weightings of each criterion if applicable).In selecting job applicants for interview and employment, do not refuse interview/employment (without first obtaining legal advice) based on discriminatory grounds such as: age, race, sex, carer responsibilities, disability, sexual preference, marital or domestic status, pregnancy etc.
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| 1. Reject job applicants that do not meet basic requirements, such as minimum qualifications, work experience and skills.
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| Interview process |
| 1. Establish a selection panel.
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| 1. Prepare a list of interview questions.
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| 1. Consider a pre-employment medical examination (if relevant to the position).
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| 1. Advise job applicants of the interview.
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| 1. Interview suitable job applicants. Further shortlist (or rate) the interviewed candidates against the key selection criteria. You may utilise a scoring scheme to assist with this process.
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| 1. Consider the need for a second interview.
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| 1. Advise job applicants of a second interview.
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| 1. Ensure the job applicant is not subject to post-employment restraints that preclude their employment.
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| 1. Check job applicant’s references and verify that their qualifications are valid.
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| 1. Check that job applicants are legally able to work in Australia.
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| 1. Consider conducting criminal record check (if relevant to position).
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| 1. Prepare short-list of suitable job applicants.
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| 1. Select the most suitable and qualified job applicant.
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| Offer of employment |
| 1. Make job offer verbally, but be clear it is subject to acceptance of a written offer (including probationary period) and, if accepted, confirm starting date.
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| 1. Prepare a formal letter of offer/employment contract.
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| 1. Ensure the employment contract meets basic minimum legal requirements (consider a pay and conditions checklist).
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| 1. Provide the successful job applicant with a ‘Fair Work Information Statement’.
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| 1. Obtain tax and superannuation details from successful job applicant. For the successful candidate, any documents created (CVs, interview notes and reference checks) will form part of the employee’s personnel file.

**Any personal information gathered about applicants (that does not become an employee record) should be destroyed at the conclusion of the selection process, unless the permission or consent of the candidate has been obtained to keep any such information.** | ❒ |
| 1. Advise all unsuccessful job applicants.
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| 1. Ensure a structured induction program is prepared for the new starter (refer to the Victorian Chamber of Commerce and Industry template ‘Induction Checklist’).
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| General |
| 1. Evaluate recruitment policies and processes regularly and improve as required.
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| 1. Retain unsuccessful job applicant documents for future positions only by consent.
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