**RECRUITMENT PROCESS CHECKLIST**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants 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 team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our 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.

**Disclaimer**

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

|  |  |
| --- | --- |
| **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. |  |
| Confirm the **recruitment process** (i.e. agency or self-recruit? If self-recruit, continue through checklist). |  |
| **Create an advertisement** for the position (using the information from the position description). |  |
| **Advertise –** 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). |  |
| Send acknowledgment letters to all candidates submitting applications. |  |
| **Shortlist** candidates against the defined key selection criteria (and relevant weightings of each criterion if applicable). |  |
| **Arrange interviews** with shortlisted candidates (this may involve initial telephone screening). |  |
| Further shortlist (or rate) the interviewed candidates against the key selection criteria. You may utilise a scoring scheme to assist with this process. |  |
| Send **unsuccessful notification** to non-shortlisted candidates. |  |
| **Reference check** shortlisted candidates (or you may prefer to complete reference checks at the completion of second round interviews). You may ask the candidate to complete a consent form for their referees – refer to the VECCI template ‘Referee Authority Form’. |  |
| If deemed appropriate, the recruitment process may also include additional assessments or checks (e.g. skills testing, police and background checks). |  |
| Ensure that the candidate is authorised to work in Australia – you should collect relevant evidence. |  |
| **Arrange second interviews** if required. |  |
| Make **offer of employment** to the successful candidate and send out a letter of offer and employment contract. Ensure that you include a Fair Work Information Statement as part of this new starter paperwork pack. |  |
| Send **unsuccessful notification** to unsuccessful interviewed candidates. Best practice is to telephone interviewed candidates and advise them verbally, followed up with a letter. |  |
| 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.** |  |
| Ensure a structured induction program is prepared for the new starter (refer to the Victorian Chamber of Commerce and Industry template ‘Induction Checklist’). |  |