

## RECRUITMENT CHECKLIST

Post:

<b>PREPARATION</b>	<i>Dates and comments</i>
Reason for vacancy	
Date by which required	
Current Job Description	
Current Person Specification	
Budget agreed: salary and benefits, advertising, interviewee costs etc	
Placing of advertisement	
Respond to applicants, and send applicants pack: contents (Applic Form, Job Desc, Specification etc)	
Recruiter/s agreed	
<b>SELECTION</b>	
Selection event designed: interview and other activities, timetable, venue, equipment, refreshments etc	
Shortlist scoring arranged/completed	
Interview offers sent out, plus instructions to bring papers showing right to work in the UK	
Check that references may be taken up and pursue them (or leave to after offer, see below)	
Interview record/s collated and decision re offer of employment, if any	
"Right to work" paperwork copied and filed, note any further check required in this regard	
<b>OFFER</b>	
Offer letter sent, including any pre-conditions e.g. references satisfactory to employer, medical examination for fitness to perform duties, Criminal Records Bureau clearance etc	
Reference letters sent out (unless done before interview)	
Satisfactory references received	
Other preconditions checked	
Start date confirmed	
<b>FIRST DAY</b>	
Welcome and introductions	
Collect P45 and complete any other paperwork e.g. National Insurance no., bank account details for pay etc	
Handout any necessary paperwork e.g. holiday request forms, staff handbook, timesheets, sickness absence certificates etc	
Handover to supervisor for induction to job and office	
<b>WITHIN FIRST MONTH</b>	
Set up payroll entry for employee	
Issue contract of employment	
Set up Personal File for individual and collect any other data required e.g. emergency contact in the event of an accident at work	
Check probation (if any) review date booked	