

Recruiting Process Checklist

Identifying a vacant role and planning:

- ☐ Identify which roles you need to fill
- ☐ Establish your hiring budget and timeline
- ☐ Create or update a job description
- ☐ Build an ideal candidate profile

Posting and promoting the job:

- ☐ Post your job internally and externally
- ☐ Promote the job and your brand

Screening and interviewing candidates:

- ☐ Administer and review applicant assessments
- ☐ Shortlist qualified job applicants
- ☐ Conduct initial phone or video screenings
- ☐ Perform candidate interviews
- ☐ Identify and present top candidates
- ☐ Hold candidate selection interviews
- ☐ Select the final candidate

Post-interview and job onboarding:

- ☐ Check references and background
- ☐ Make the job offer
- ☐ Notify unsuccessful candidates
- ☐ Sign a contract with a new employee
- ☐ Prepare onboarding paperwork
- ☐ Onboard the new hire
- ☐ Schedule regular check-ins for feedback and support