

Checklist for Recruiting



Putting all your people pieces together

Hiring a new employee is a big deal. You are bringing an unknown entity into your business / organization that you have worked hard to establish. You are also making a commitment to provide a pay cheque to this person so that they can make a living for themselves and/or their family. So how do you make a good decision in hiring? First and foremost, follow a process and make sure that you avoid any improper or legally risky moves, especially in regards to any of the prohibited grounds of discrimination. Here is a quick check list for the basics.

- Determine the purpose of the job
- Engage hiring committee or external recruiting support if applicable
- Write the position description ensuring objectivity and validity
- Review and reestablish compensation package options
- Post the job internally if applicable
- Advertise through conventional and non-conventional means
- Create screening criteria
- Accept resumes / applications
 - Mail
 - In person
 - Fax
 - Email
 - Online submission form, etc.
- Screen resumes and applications
- Phone to set up interview times and prescreen
- Prepare interview questions
 - Skills
 - Qualifications
 - Behavioural
 - Etc.
- Interview each candidate consistently
- Rate candidate interviews according to position priorities
- Compare ratings with selection committee if applicable
- Check references (**only** those provided by the applicant)
- Make job offer to top candidate on condition
 - Criminal background check – with or without vulnerable sector screening
 - Driver's abstract
 - Confidentiality or trade secret agreements with former employers of candidate
 - Other relevant information
- Confirm agreement of employment with candidate in writing
- Notify unsuccessful candidates
 - Personal call or email to those interviewed
 - Do not leave details in voice mail or as message

**Please note that this is not a full list and that every situation is different.*

Let's start putting your people pieces together.

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