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| **Employment Services & Solutions Australia** |  **Phone: 08 9240 4230** |
| **Level 1, 146 Balcatta Road** |  **Facsimile: 08 9240 4393** |
| **Balcatta WA 6021** |  **Email:** **admin@essa.net.au** |
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|  RECRUITMENT CHECKLIST FORM |

**Vacant Position:**  **Department:**

**Date position to be filled by:** / /

**Authorised by:**  **Date:** / /

|  |  |
| --- | --- |
| **Step 1: Recruitment Checklist** | **Person Responsible** |
| 1. **Position description-** developed/ reviewed: <insert review date>
2. **Key selection criterion-** developed/ reviewed: <insert review date>
3. **Position description**- developed reviewed: <insert review date>
 | <insert name> |
| 1. **Position status:** ❑ Full Time ❑ Part time ❑ Casual ❑ Temp
2. **Period of employment:** ❑ Ongoing ❑ Contract/Temp

If the position is not ongoing, insert dates of expected engagement.**Start Date:** / / **End Date:** / / 1. **Hours of work:**

**Monday** **Tuesday** **Wednesday** **Thursday****Friday****Saturday****Sunday**1. **Days of work:**

❑ Monday❑ Tuesday ❑ Wednesday ❑ Thursday❑ Friday ❑ Saturday ❑ Sunday1. **Police Check Required** ❑ Yes ❑ No
 |  |
| **Step 2: Determine Remuneration** | **Person Responsible** |
| ❑ **Modern Award** ❑ **Award Rate** ❑ **Above Award**❑ **Enterprise/Collective Agreement**❑ **Contract of Employment** |  |
| **Base Salary $****Superannuation $****Vehicle Allowance $****Total Remuneration Package $****Salary sacrifice $****Bonus %****Other Benefits $** |  |
| **Step 3: Advertising Checklist** | **Person Responsible** |
| 1. **Determine Advertising**: ❑ Internal ❑ External ❑ Both
2. **Method of advertising**: <please list all advertising sources to use>
 |  |
| **Step 4: Interview Panel** | **Person Responsible** |
| 1. **Nominated Interview Panel**: <list person (s) name>
 |  |
| 1. **Nominated person (s) to conduct reference checks:** <list person (s) name>

B. |  |
| **Step 5: Administration** | **Person Responsible** |
| 1. Finalise Position Description
2. Advert approved
3. Copy Position Description for distribution
4. Applications received are copied and distributed to nominated panel, in addition to applicant list
 |  |
| **Step 6: Shortlisting/ Selecting Checklist** | **Person Responsible** |
| 1. Review applications
2. Develop interview questions based on the Position Description
 |  |
| **Step 7: Interviewers Checklist** | **Person Responsible** |
| 1. Private, tidy environment for interviewing booked
2. Confirm available dates for panel members
3. Arrange interview times with shortlisted candidates
4. Contact unsuccessful candidates
5. Interview packs are prepared and distributed to each panel member

Interview packs must include:1. Confirmed interview times;
2. Finalised position descriptions and interview questions;
3. Applicants resume
4. Completed reference check forms;
5. First round of interviews conducted etc.
 |  |
| **Step 8: Reference Checking Checklist** | **Person Responsible** |
| 1. Name of candidate
2. Minimum 3 reference checks complete
3. Original policy check received prior to offer of position
4. Original qualifications/certificates received and copied prior to offer of position
 |  |
| **Step 9: Offer and Appointment Checklist** | **Person Responsible** |
| 1. Verbal offer made to successful candidate
2. Commencement date determined

**Start Date:** / /  1. Final letter of offer approved
2. Approved letter of offer, payroll forms, conditions of employment sent to successful candidate
3. Unsuccessful letters approved and sent to candidates
4. Notice of appointment provided to all staff members
5. Commencement date of induction process

**Start Date:** / /  |  |
| **Successful candidate’s name:**  |  |
| **Probation Review Date:**  |  |
| **Document Record Sheet:** <please tick when received and if document is applicable to employment>❑ Signed Letter of Offer  ❑ Tax Declaration Form❑ Copies of qualifications/ certificates❑ Employee Details Form ❑ Superannuation Choice Form❑ Police Check❑ Working With Children Check❑ Copy of current and valid driver’s licence❑ Copy of Fair Work Information Statement provided to employee  |  |