

**Outline of a recruitment checklist**

Hiring the best person for the job requires planning, preparation, organisation and working through a carefully thought-out and practical process.

In contrast, cutting corners and then going solely on gut-instinct in deciding who to recruit is more likely to lead to taking on a candidate who will prove to be unsuited to the role.

This checklist gives a brief overview of the steps to follow in recruiting a candidate who should prove to be the correct choice. It is a template an employer can adapt or develop to meet its needs. It is best used in conjunction with Acas guide, Recruiting staff, which gives more information on each stage, if needed.

Note: An employer should also see the companion template, Outline of a job induction checklist, which runs through the steps in settling in a new employee so they become fully effective in their role as soon as possible.

Name of vacancy/new job (delete as appropriate):

Number of vacancies/new jobs in the particular role (delete as appropriate):

Planned start date/s of new recruit/s (delete as appropriate):

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| **Step 1 - Plan Task done by Date Notes** | **Step 1 - Plan Task done by Date Notes** | **Step 1 - Plan Task done by Date Notes** | **Step 1 - Plan Task done by Date Notes** |
| Identify staff needed: Where, why and plan for the future | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Step 2 - Prepare Task done by Date** | **Step 2 - Prepare Task done by Date** | **Step 2 - Prepare Task done by Date** | **Step 2 - Prepare Task done by Date** |
| Consider whether any of the aims of the job have changed, and how this may affect factors such as the skills required and work flow | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Compile documents for the vacancy:  • Job description  • Person specification • Job application form • Equality & diversity monitoring form  • Job offer letter template /Written Statement of Terms and Conditions of Employment  • Information about the employer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Decide whether candidates will be asked for references and at what point – the shortlist stage or when offered the job | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Step 3 - Advertise Task done by Date** | **Step 3 - Advertise Task done by Date** | **Step 3 - Advertise Task done by Date** | **Step 3 - Advertise Task done by Date** |
| Before drawing up the job ad, decide factors such as how candidates should apply, who will sift applications and the rate of pay | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Choose where to advertise in at least two different channels | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Compile the job ad, carefully ensuring the wording is not discriminatory | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Step 4 – Handle applications** | **Step 4 – Handle applications** | **Step 4 – Handle applications** | **Step 4 – Handle applications** |
| Send ‘application pack’ to applicants – this would usually include: • application form • job description • person specification • equality & diversity monitoring form • information pack about organisation | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Using the job description, person specification and application forms, at least two people trained for the task should objectively draw up a shortlist of candidates for interview and/or further assessment | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Invite shortlisted candidates for interview/ assessment, and ask whether they need any ‘reasonable adjustments’, often called ‘access requirements’, for any part of the recruitment process | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Get ready for the interviews, to be conducted by more than one person trained for the task: • plan questions to probe skills and qualities essential for the job • decide how candidates’ answers will be scored • anticipate candidates’ questions and have the info ready • plan any selection tests/ presentations etc and how they will be scored • book a private room which will not be interrupted by telephone calls or visitors | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Conduct the interview: • welcome the candidate and give them a little time to get their own materials to hand • briefly outline the job and the organisation, then move to the first question • ask questions which cannot be answered ‘yes’ or ‘no’. They usually begin with ‘what’, ‘why’, ‘when’ or ‘how’ • listen and make brief notes on key points • check the candidate is familiar with the terms and conditions of the job, and finds them acceptable • keep to the time frame for the interview, but allow for the candidate’s questions • tell the candidate when they can expect to hear from the organisation • explain that a job offer to the successful candidate will be subject to pre-employment checks • do not ask for personal information or personal views irrelevant to the job, or potentially discriminatory questions • do not ask healthrelated questions before making a job offer, part from in circumstances allowed in law | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Select the best candidate for the job using the scoring method decided at the start of Step 5 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **final details** |  |  |  |
| Send the successful candidate a job offer letter and explain pre-employment checks will have to be made | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Make preemployment checks such as the candidate’s right to work in the UK and references. See the template, Outline of a pre-employment checklist | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Resolve any employment contract queries | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Before the recruit starts their new job:  • give them their Written Statement of Terms and Conditions of Employment to avoid disagreements or misunderstandings • remind them where to find out about the organisation’s procedures and policies | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Write to unsuccessful candidates and give carefully considered feedback if requested | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |