

Checklist for effective recruitment and selection

1. Define - Defining the person and the job

Identify the strategic and future directions for your organisation

Identify the organisational priorities for your agency e.g. service Development and improvement plans

Identify the current profile of your workforce- age, gender, skills, ethnicity etc.

What type of employee do you need i.e. skill/knowledge/qualification /experience

Work and job design issues

Professional and personal development opportunities

Develop a job description and selection criteria which clearly and concisely states what responsibilities and tasks the job entails, key qualifications of jobs i.e. basic competency or skills required and the personal attributes that underlie superior performance

Ensure job descriptions contain realistic details on the pros and cons of the job

Have you confirmed with others who know the role that the job description/selection criteria reflect the appropriate capabilities?

Plan recruitment and selection process

Organise your selection panel- ensure appropriate people enlisted to assist with recruitment and selection e.g. supervisor, co-workers

Is there a process in place to review the recruitment strategy?

2. Attract - Seeking and attracting a pool of interested and suitable applicants

Identify the most appropriate mechanisms for attracting suitable Applicants

Prepare advertising/marketing material

Distribute advertising material e.g. advertisement in local paper, on-line recruitment agencies

3. Assess

Screen and short-list applicants- this can be done through resumes,

Telephone screening, application forms etc.

Determine what approach you will take and which tools you will use for assessment e.g. situation or experience-based questions

Schedule and conduct interviews

Ensure an appropriate interview panel has been selected e.g. gender/culture, frontline workers

Ensure interview questions match selection criteria in the job description and each applicant is asked the same set of questions

Document assessment/qualifications of each applicant

4. Select

Collate and review assessment information

Complete the following for preferred applicant/s- reference check, police checks, working with children check

Document decision making

Determine which applicant/s you will offer employment to, advise the successful applicant/s of their success pending acceptance of the offer of employment and the above mentioned checks

Provide a letter of offer of employment to preferred applicant/s

Verbally advise other applicants of outcome and offer post selection feedback

5. Appoint

Successful applicant signs the letter of appointment

The probationary period is confirmed and other requirements e.g. training are signed off

Orientation and induction processes take place (including manual)

Mentor or 'buddy' allocated if appropriate