



# Employee Hiring

## Checklist

You can access this checklist on Google Docs by [clicking this link](#). Remember to make a copy for your records.

Below you will find two checklists to help you move through the hiring process smoothly and effectively.

The hiring prep-work checklist ensures that you have done your homework and are prepared to begin the hiring process.

The second checklist is the hiring process checklist. This checklist will ensure you professionally walk through all the hiring process steps, from reviewing initial candidates to offering them the position.



# Employee Hiring Checklists

| Hiring Prep Work Checklist     |   |                          |
|--------------------------------|---|--------------------------|
| Item                           | Action to be Taken  | Complete?                |
| Determination of worker status | Have the working conditions been examined to determine what kind of contract will be provided to this employee?   | <input type="checkbox"/> |
| Recruitment authorization      | Have you received authorization from the correct authorities to start the hiring process?   | <input type="checkbox"/> |
| Job description                | Has a job description been created? Is it accurate, interesting and enticing?   | <input type="checkbox"/> |
| Application forms/resumes      | Have you designed a process to effectively and efficiently collect and review the applicants?   | <input type="checkbox"/> |
| Desired characteristics        | Do you understand what you're looking for in the right new hire? Create a list of characteristics and abilities that the new hire should possess to succeed in this position in your company. | <input type="checkbox"/> |
| Interview questions            | Did you prepare a list of practical interview questions to determine the new hire's fit?  | <input type="checkbox"/> |



| The Hiring Process Checklist |   |                          |
|------------------------------|---|--------------------------|
| Item                         | Action to be Taken  | Complete?                |
| Initial Review               | Have you reviewed all cover letters and resumes of each applicant thoroughly and unbiasedly?  | <input type="checkbox"/> |
| Interview                    | Have you pre-screened candidates that have made it to this step? Scoring may help you determine if some candidates stand above the rest. You, you may also have to schedule a second round of interviews.   | <input type="checkbox"/> |
| References                   | Obtain written permission to check references, including applicable credit, criminal, immigration, and driver's license verifications.  | <input type="checkbox"/> |
| Offer letter                 | Once you have chosen the correct candidate, offer them the position. Your HR department may have templates that can be used.  | <input type="checkbox"/> |
| Write up the contract        | Remember that a contract must include a pay structure with a basic salary rate, overtime rate, commission, bonus, stocks, vacation, statutory holidays, personal days, benefits information, employee status, etc. Again, you may be able to ask your HR or Legal department for help in this step. | <input type="checkbox"/> |
| Hire                         | Hire the successful candidate and go through the process of signing and approving their first day of work.  | <input type="checkbox"/> |