

Pre Recruitment Checklist

A good plan will help your recruitment activities run smoothly. Prior to starting any recruitment activities, you should ask yourself the following questions. Having this information at hand early will make the recruitment process run smoothly.

- Who will the role report to?
- What salary range am I prepared to pay for the right applicant?
- How and when will performance feedback be given?
- Is the business willing to sponsor a candidate?
- What are the major selling points of the role?
- Why would an applicant want to do this job and work for the business?
- What development and internal opportunities are available for someone in this role?
- When am I available for interviews?
- How many interviews are necessary for this role?
- Will testing be involved during the interview process? Testing could include – Excel Skill levels, psychological testing. What is an acceptable result?
- Do I have information about the company and organisation culture that I can share with my Recruitment Partner and any potential applicants?
- Thinking back to when you first joined the business – is there any information you wish you had been given, or training that would have helped you in the role? This information can be very useful for yourself and also your Recruitment Partner.
- Does the role require training? If so, who is responsible for providing this?
- Who will handle the induction process? If induction is conducted outside of the team, have the relevant Human Resources contacts or departmental heads been made aware of this?