

HIRING CHECKLIST

- Write a job description describing essential job functions.
- Have the job description reviewed by current employees and supervisors.
- Post the job internally.
- Contact a recruiting agency.
- Place help wanted ads in a wide range of sources.
- Post on web site.
- Accept resumes. See www.careerscout.com
- Accept completed job applications.
- Screen resumes and job applications.
- Conduct pre-interview questionnaire.
- Prepare interview questions. .
- Conduct interviews.
- Complete applicant appraisal form.
- Complete co-employee applicant appraisal form.
- Call references (employers, schools, etc.). Also call people other than listed “references.”
- Use a Post Employment Release of Employment Information Form where necessary.
- Perform background checks (DMV, credit, criminal background, etc.). See www.infolinkscreening.com.
- Perform character assessment. See www.zeroriskhr.com
- Inquire about any trade secret or confidentiality agreements with former employers.
- Test for job skills. See www.brainbench.com
- Write the offer or rejection letter.
- Give necessary post-offer, pre-hire drug or physical tests.
- Memorialize the terms of employment and have the employee sign any contract.
- Have the new employee review and sign employee handbook, trade secret and confidentiality agreement and any other applicable agreements.
- Introduce the new employee to your training and orientation program.
- Pay any referral or retention bonuses.