

Attract, recruit and select checklist (insert organisation/logo)

Tasks	Download templates	Tick when complete
Consider your business's competitive advantage and your reputation and branding. What makes you stand out?		<input type="checkbox"/>
Undertake a job analysis to work out exactly what you need.	Job analysis template	<input type="checkbox"/>
Review or write a job description and determine the selection criteria.	Job description and selection criteria template	<input type="checkbox"/>
Identify the selection method(s).		<input type="checkbox"/>
Write or update application forms.	Job application form template	<input type="checkbox"/>
Advertise the job if required. Consider options for advertising – online, newspapers, trade papers etc.	Advertise a job template	<input type="checkbox"/>
Review applications against job requirements. Advise shortlisted applicants.		<input type="checkbox"/>
Prepare for the selection method(s). If conducting interviews consider a panel of suitable people.	Preparing for an interview checklist	<input type="checkbox"/>
Undertake selection method(s) and record the outcomes and select most suitable applicant.	Interview record form template	<input type="checkbox"/>
Produce and send the employee contract/appointment letter.	Letters to applicant templates	<input type="checkbox"/>
Notify all applicants whether or not they were successful.	Letters to applicant templates	<input type="checkbox"/>
Notify existing team of new appointment.		<input type="checkbox"/>
Prepare for the new employee's first day – paperwork, uniform, work area, email/IT logins etc.		<input type="checkbox"/>