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