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**Recruitment Checklist**



**Important**

* Timeframes should be filled in according to your internal process, however, we recommend screening CVs on an ongoing basis and organising interviews as soon as possible, to avoid missing out on good candidates.
* Remember GDPR & the importance of keeping your paper trail.
* Remember you need to ensure you are compliant with equality legislation in case an employee contests their selection journey.
* Make sure all candidates have the right to work in Ireland & verify the number of hours they  
  have permission to work.

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| **Task** | **Timeframe** | **Checkmark with solid fill** |
| 1. **Develop role profile/job description & specification**  * Ensure that you only ask for experience as required for the role. Entry level jobs should not have min. experience requirements. * Remember - “Recruit for attitude, train for skills.” |  |  |
| 1. **Advertise role**  * Consider offline locals, e.g., papers, community newsletters, radio, colleges (Further Education and Higher Education). * Invite staff referral, and also use social channels such as Twitter, Facebook, Instagram and LinkedIn. Consider recruitment agencies as needed. * See Rethinking Recruitment Webinar 1 recording and supporting PPT for further advice/suggestions. |  |  |
| 1. **Separate applicants who meet minimum requirements from those who don’t**  * Regret unsuccessful applicants without delay, thanking them for their interest and advising them that they do not meet minimum requirements, as laid out in role profile/person specification. * See suggested template email/letter in the tools provided. |  |  |
| 1. **Organise phone screening interviews with applicants who meet requirements**  * Phone screening interviews should include basic questions to obtain an understanding of their experience to date and why they are interested in the role. * See suggested template for screening calls in the tools |  |  |
| **Task** | **Timeframe** | **Checkmark with solid fill** |
| 1. **Decide on applicants for next stage** |  |  |
| 1. **Organise interviews with successful applicants**  * See suggested templates for email to invite to interview; regret unsuccessful applicants and offer to hold application on file. |  |  |
| 1. **Decide on applicants for next stage** |  |  |
| 1. **Consider sending candidate for Occupational Personality Questionnaire** (as relevant to role seniority)  * This would be suitable for key roles such as department heads and senior managers. They need to be provided by a trained and licensed service provider. |  |  |
| 1. **Check candidate references** |  |  |
| 1. **Make job offer to successful candidate & invite confirmation of acceptance**  * See checklist of minimum requirements of what Letter of offer needs to provide for, as provided in the supporting tools. |  |  |
| 1. **Regret remaining applicants** (once successful candidate has accepted).  * Consider asking other suitable candidates from the recruitment campaign for permission to hold their application on file should a further post become available. Link to example email/letter of regret post interview with wording on permission to hold application on file for 12 months, as provided in the supporting tools |  |  |
| 1. Draft contract of employment and issue new employee with staff handbook |  |  |