Outline of a recruitment checklist

This checklist gives a brief overview of the steps to follow in recruiting a candidate. Employers can adapt this template to their needs. Find out more about hiring someone at [www.acas.org.uk/hiring-someone](http://www.acas.org.uk/hiring-someone).

Find more template checklists at [www.acas.org.uk/templates-for-employers](http://www.acas.org.uk/templates-for-employers).

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| --- |
| **Name of vacancy/new job** (delete as appropriate)**:** |
| **Number of vacancies/new jobs in the particular role** (delete as appropriate)**:** |
| **Planned start date/s of new recruit/s** (delete as appropriate)**:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 1 - Plan** | **Task done by** | **Date** | **Notes** |
| Identify staff needed: Where, why and plan for the future |  |  |  |
| **Step 2 - Prepare** | **Task done by** | **Date** | **Notes** |
| Consider whether any of the aims of the job have changed, and how this may affect factors such as the skills required and work flow |  |  |  |
| Compile documents for the vacancy:   * Job description * Person specification * Job application form * Equality & diversity monitoring form * Job offer letter template /Written Statement of Terms and Conditions of Employment * Information about the employer |  |  |  |
| Decide whether candidates will be asked for references and at what point – the shortlist stage or when offered the job |  |  |  |
| Make sure you understand the rules about [hiring someone from outside the UK](https://www.acas.org.uk/hiring-someone/hiring-someone-from-outside-the-uk) – these changed on 1 January 2021 |  |  |  |
| **Step 3 - Advertise** | **Task done by** | **Date** | **Notes** |
| Before drawing up the job ad, decide factors such as how candidates should apply, who will sift applications and the rate of pay |  |  |  |
| Choose where to advertise in at least two different channels |  |  |  |
| Compile the job ad, carefully ensuring the wording is not discriminatory |  |  |  |
| **Step 4 – Handle applications** | **Task done by** | **Date** | **Notes** |
| Send ‘application pack’ to applicants – this would usually include:   * application form * job description * person specification * equality & diversity monitoring form * information pack about organisation |  |  |  |
| Using the job description, person specification and application forms, at least two people trained for the task should objectively draw up a shortlist of candidates for interview and/or further assessment |  |  |  |
| Invite shortlisted candidates for interview/ assessment, and ask whether they need any ‘reasonable adjustments’, often called ‘access requirements’, for any part of the recruitment process |  |  |  |
| Get ready for the interviews, to be conducted by more than one person trained for the task:   * plan questions to probe skills and qualities essential for the job * decide how candidates’ answers will be scored * anticipate candidates’ questions and have the info ready * plan any selection tests/ presentations etc and how they will be scored * let the candidates know what they’ll be asked to do, and if they need to prepare anything before the test or interview * book a private room which will not be interrupted by telephone calls or visitors |  |  |  |
| Conduct the interview:  • welcome the candidate and give them a little time to get their own materials to hand   * briefly outline the job and the organisation, then move to the first question * ask questions which cannot be answered ‘yes’ or ‘no’. They usually begin with ‘what’, ‘why’, ‘when’ or ‘how’ * do not ask for personal information or personal views irrelevant to the job, or potentially discriminatory questions * do not ask health-related questions before making a job offer * listen and make brief notes on key points * keep to the time frame for the interview, but allow for the candidate’s questions * tell the candidate when they can expect to hear from the organisation * explain that a job offer to the successful candidate will be subject to pre-employment checks – including immigration checks * ask the candidate if they have any questions about the job |  |  |  |
| Select the best candidate for the job using the scoring method decided earlier in Step 4 |  |  |  |
| **Step 5 – Complete final details** | **Task done by** | **Date** | **Notes** |
| Send the successful candidate a job offer letter and explain pre-employment checks will have to be made |  |  |  |
| Make pre-employment checks such as the candidate’s right to work in the UK and references |  |  |  |
| Resolve any employment contract queries |  |  |  |
| Before the recruit starts their new job:   * give them their Written Statement of Terms and Conditions of Employment * remind them where to find out about the organisation’s procedures and policies |  |  |  |
| Write to unsuccessful candidates and give carefully considered feedback if requested |  |  |  |