

RECRUITMENT AND ONBOARDING CHECKLIST

Follow this step-by-step guide to recruit and on-board new employees, to ensure you set your new starters, and your business, up for success.

RECRUITMENT

1. Is the vacancy replacing an existing role or to fill a new role?
 - For a new role: The manager needs to scope out the role and prepare a job description. Here's a useful [sample job description](#). Ensure to include:
 - Tasks and responsibilities and reporting line
 - Location and type of work required (perm, full time, part time, casual)
 - Remuneration
 - Experience level and qualifications required
 - For an existing role: Manager needs to review existing role and job description to consider if it is still current or needs updating. If it needs updating, do this before the recruitment process commences.
2. Advertise the role – consider internal and external candidates. This process can take time depending on how you need to advertise.
3. Review and short-list the applicants for interview (generally aim to short-list 4-6).
4. Interview the short-list, and determine top candidates (generally aim for 2-3)
5. Conduct second round interviews with top applicants.
6. Conduct reference checks and other applicable background checks for each candidate who you are considering making an offer to.
7. Once satisfactory reference checks have been obtained, seek appropriate internal approvals to proceed with the recruitment.
8. Prepare a contract of employment and make the offer to the successful candidate. You can find simple, legally-robust employment contracts at 1pagecontracts.com.au
9. Allow the candidate time to consider the offer and review the contract of employment. This can take some time, especially for some candidates who may have competing offers or particular concerns.
10. Be mindful of any applicable restraints that a candidate may have on their ability to commence employment. For example, a notice period with a current employer, any post-employment restraints on working with a competitor, etc. Ask the candidate to inform you of any such restrictions. Most employees will have at least a four-week notice period, meaning they will not be able to commence employment for at least four weeks from the date they submit their resignation with their current employer.

ONBOARDING

1. Once the candidate has signed the contract of employment and agreed a start date, make necessary internal arrangements for their onboarding:
 - Organise equipment and work station that they will need
 - Ensure they have copies of policies and procedures
 - Medical clearance (if applicable)
 - Consider what inductions need to be provided to the new employee – health and safety, site inductions, company overview, etc.
2. On the employee's first day, meet with them, introduce them to all relevant people and carry out appropriate inductions.
3. Providing the employee with a Job Description and a 30, 60, 90 day plan is recommended. A 30, 60, 90 day plan helps both the employer and the employee be on the same page about what is expected of them as part of their on-boarding and orientation to the company.
4. Once the employee commences, ensure they have regular feedback sessions. A weekly catch up for the first 4 weeks will assist you to build a relationship with your new employee and also gives them an opportunity to approach you with questions or concerns. These can be casual coffee catch ups and they don't need to be very long.
5. Most employees will have a 6-month probation period – they will need regular performance feedback during this time. Your 30, 60, 90 day plans set the framework for these. It is advisable to have a formal review process once an employee has been employed for five months (i.e. before the end of the initial 6-month period). At that time a decision can be made about their ongoing employment.
6. If it is decided not to continue their employment, they can be notified that their employment will come to an end prior to the end of the 6-month period.
7. If it is decided to continue their employment, they can be given notice of their right to convert to full-time or part-time employment (notice should be given within 4 weeks of them reaching 6 months of employment).