

HIRING CHECKLIST

- ☐ Write a Job Description describing essential job functions. Include any physical and skill requirements, and education.
- ☐ Complete Position Request Form.
- ☐ Have the job description reviewed by current employees and supervisors.
- ☐ Post the job internally.
- ☐ Contact a recruiting agency.
- ☐ Place help wanted ads in a wide range of sources.
- ☐ Post on web site.
- ☐ Accept resumes.
- ☐ Accept completed job applications.
- ☐ Screen resumes and job applications.
- ☐ Conduct Pre-Interview Questionnaire.
- ☐ Prepare interview questions.
- ☐ Conduct interviews. Involve co-employees. Consider group interviews.
- ☐ Complete Applicant Appraisal Form.
- ☐ Complete Co-Employee Applicant Appraisal Form.
- ☐ Call references (employers, schools, etc.). Also call people other than listed “references.”
- ☐ Use a Post Employment Release of Employment Information Form where necessary.
- ☐ Perform background checks (DMV, credit, criminal background, etc.).
- ☐ Perform character assessment.
- ☐ Inquire about any trade secret or confidentiality agreements with former employers.
- ☐ Test for job skills.
- ☐ Write the offer or rejection letters.
- ☐ Give necessary post-offer/pre-hire drug or physical tests..
- ☐ Memorialize the terms of employment and have the employee sign any contract.
- ☐ Have the new employee review and sign Employee Handbook, Trade Secret and Confidentiality Agreement, Safety Program Acknowledgement, Arbitration Agreement and any other applicable agreements.
- ☐ Introduce the new employee to your training and orientation program.
- ☐ Pay any referral or retention bonuses.
- ☐ Provide state required pamphlets (sexual harassment and workers compensation in CA)