

Vacancy Job Title:

Hiring Manager Name:

Hiring Manager Job Title:

Hiring Manager - Recruitment Checklist (Free download)

Core Task Area	Task No:	Task to Complete	Complete (Tick)
1.0 Advertising	1.1	Research where your ideal candidates go to find job vacancies. (Job Boards/Social accounts/Online portfolio forums).	<input type="checkbox"/>
	1.2	Proofread your job advertisements, checking for spelling or grammatical errors. Avoid using discriminating language (sexual, racial, age, disability etc).	<input type="checkbox"/>
	1.3	Ensure the job advertisement outlines essential and desirable skills needed (take this from the job description/person specification).	<input type="checkbox"/>
	1.4	Where possible use job specific questions on your job adverts (It will help with shortlisting).	<input type="checkbox"/>
2.0 Shortlisting	2.1	Ensure you have a shortlisting score matrix which focuses on the essential and desirable skills needed. (Use this throughout shortlisting).	<input type="checkbox"/>
	2.2	Look for any gaps in experience or any red flags.	<input type="checkbox"/>
	2.3	Consider how many candidates you want to invite for first stage interviews.	<input type="checkbox"/>
	2.4	Consider having 15-minute shortlist calls with your top selected candidates to check they fall in-line with your salary budgets and explore notice periods etc.	<input type="checkbox"/>
3.0 Scheduling Interviews	3.1	Ensure you have diarised some interview times and dates for both interviewers and interviewees. Try to also offer some flexibility early morning or evenings options where possible to make yourself accessible.	<input type="checkbox"/>
	3.2	Ensure you email candidates inviting them for interview, include in the email: who they will be interviewed by, (Name/job title) The date, time, location and format. Think about building accessibility, public transport options and parking. Provide the candidate with as much info as possible. Who do they ask for on arrival?	<input type="checkbox"/>
	3.3	Book out a relevant meeting room space where you won't be disrupted.	<input type="checkbox"/>
4.0 Interviewing	4.1	Ensure there are 2 interviewers where possible.	<input type="checkbox"/>
	4.2	Ensure you have prepared interview questions which focus on the job at hand. Try to include a mix of technical questions, open questions, value-based questions and ensure your questioning is free from any discrimination.	<input type="checkbox"/>
	4.3	Ensure you have read through the candidate's CV prior to the interview.	<input type="checkbox"/>
	4.4	Offer the candidate a drink ahead of the interview.	<input type="checkbox"/>
	4.5	Ensure that you keep your talking to a minimum and focus on the candidates answers and body language. Turn off your mobile.	<input type="checkbox"/>
	4.6	Allow the candidate to ask questions during the interview process.	<input type="checkbox"/>
5.0 Skills Testing	5.1	Create an appropriate skills test for the job in question (Presentations, technical tasks, written tasks, design tasks etc).	<input type="checkbox"/>
	5.2	Ensure the task is not too exhaustive as it will put candidates off, where possible stipulate the length of time or a deadline for the task at hand.	<input type="checkbox"/>
	5.3	Include on-line or remote skills-testing options.	<input type="checkbox"/>
6.0 Rejections	6.1	Ensure you provide a rejection to all candidates who applied for the role that did not make it to interview. (Where possible provide some feedback).	<input type="checkbox"/>
	6.2	Ensure that all interviewing candidates are given feedback within a suitable time frame and take time to give constructive feedback at length.	<input type="checkbox"/>
7.0 Offer	7.1	Ensure you make the offer within budget/candidate expectation offer verbally first to gauge their reaction.	<input type="checkbox"/>
	7.2	If accepted, re-discuss notice period, and plan a start date. Email them all relevant documents from your employee onboarding for them to sign and agree to. (Contract, welcome pack, etc). Keep in regular touch with them prior to their start date.	<input type="checkbox"/>