



Hiring Checklist

I. PLAN & ATTRACT TALENT

- Identify hiring needs
- Determine pay-rate and benefits
- Create job post
- Inform employees of job opening
- Implement employee referrals
- Post job on Job Boards
- Post job on Social Media
- Post job on company website
- Create job fliers
- Spread word within network

II. HIRE TALENT

- Screen candidates
- Respond to candidates promptly
- Schedule interviews
- Conduct Interviews
- Finalize candidate
- Conduct background check
- Make offer!
- Ongoing task - Remove old posts
- Ongoing task - Sponsor job posts
- Ongoing task - Research competition companies job posts

III. ONBOARD TALENT

- Introductions of new hire
- Provide tour of work place
- Complete new hire paperwork
- Review employee handbook
- Review job description expectations
- Review company policies
- Review safety guidelines
- Discuss Training Plan
- Welcome employee to the team!

