



HIRING CHECKLIST

- Have an attractive Career page on your website. Include testimonials, photos, and videos.
- Have a robust employee referral program.
- Complete Position Request Form.
- Write a Job Description describing essential job functions. (See www.onetcenter.org) Include any physical and skill requirements, and education.
- Have the job description reviewed by current employees and supervisors.
- Prepare or update Career Ladder. (See www.onetcenter.org)
- Post the job internally, on website, social media, temp agency, etc.
- Contact a recruiting agency. When mass hiring consider an RPO like www.source2.com
- Provide FAQ on Our Hiring Process.
- Screen resumes and job applications.
- Conduct a Pre-Interview Questionnaire over the phone.
- Prepare interview questions and prepare for their 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.”
- Obtain FCRA consent and perform background checks (DMV, credit, criminal background, immigration, education, licenses, etc.). See www.globalhrresearch.com.
- Perform character assessment. See www.zeroriskhr.com.
- Inquire about any trade secret, non-compete, or confidentiality agreements with former employers.
- Test for job skills. See www.testgorilla.com
- Write the [offer](#) or rejection letters.
- Give necessary post-offer/pre-hire drug or physical tests. See www.globalresearchhr.com
- If over 15 employees consider possible disability accommodation. See askjan.org.
- Obtain [I-9 Form](#) & [W-4 Form](#) and any state withholding form.
- Memorialize the terms of employment and have the employee sign any contracts.
- Have the new employee review and sign the Employee Handbook, Employment Agreement, Arbitration Agreement, and any other applicable documents.
- Conduct Entrance Interview.
- Introduce the new employee to your training and orientation program.
- Pay any referral or retention bonuses.
- Provide state required pamphlets or handouts (for example, sexual harassment and workers compensation in CA).
- Report new hire to human resources/state agency.