

**Recruitment Checklist**

**Pre-Advertising:**

* Ensure Position Description is complete and approved in consultation with your P&C Advisor team(assess against classification standards in the Enterprise Agreement and refer to [Position Description User Guide](file:///S%3A%5CPS-PC%20Client%20Services%5CCOLLEGE%20OF%20NURSING%20%26%20HEALTH%20SCIENCES%5CP%26C%20IN%20THE%20COLLEGE%5CRECRUITMENT%5CRecruitment%20Templates%20and%20Flow%20Charts%5CTemplates%5CPosition%20Description%20User%20Guide.pdf)).
* Confirm Advertising preferences, ie internal only, external “standard package” or special requirements (Print Media, Proactive approaches etc.).
* Ensure VMRG request, including PD and advertising preferences is approved

**During Advertising:**

* Share links to jobs ads with your networks, ie on LinkedIn, professional groups etc
* Ensure the Chair has nominated a Panel and they have been advised.
* Coordinate a time for interviews with all Panel Members and hold in the calendar.
* Book a room for the interviews and inform Concierge services if required
* Draft interview invites and agenda.
* Send Interview Guide to the Chair for review and changes in readiness for interviews.

**Shortlisting:**

* Attach [shortlisting matrix](file:///C%3A%5CUsers%5Ckell0627%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CUX6VGE8T%5CRecruitment%20Templates%20and%20Flow%20Charts%5CTemplates%5CShortlisting%20Matrix.docx) to the email sent from Recruitment Team to the Panel with a due date for shortlisting to be returned for interview invites to be sent.
* Advise Recruitment Team of shortlisting outcomes, including those candidates unsuccessful prior to interview stage.

**Interviews:**

* Set up any interviews via WebEx / Zoom / Teams if required.
* Schedule interviews with candidates (via phone with a follow up email is preferred). Please allow 45 minutes or 1 hour, with 15 minute breaks in between. Suggested no more than 3 interviews at a time without a longer break for the Panel
* Once all candidates are confirmed, send the interview agenda to the Panel
* Finalise Agenda, PD, Applications and Interview Guides for Panel, print or share electronically as needed
* Ensure Support Team know to provide water / glasses in the room (suggested)
* Advise Support Team/Concierge who to advise when the candidates arrive
* Upon completion of interviews, ask the Panel if they would like additional questions asked during reference checking.

**Post Interviews:**

* Advise Unsuccessful candidates and provide feedback as to why they were not selected.
* Advise Recruitment Team of interview outcomes and share completed interview guides for record keeping
* Complete [Reference Checks](file:///C%3A%5CUsers%5Ckell0627%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CUX6VGE8T%5CRecruitment%20Templates%20and%20Flow%20Charts%5CReference%20Check%20Template%20-%20Professional.docx) and send to the Panel for review.
* The Chair/Hiring Manager to make a verbal offer based on Panel decision (ensure the Chair knows an appropriate start date based on Payroll and ES timelines and any other questions to ask when making the offer).
* Remind successful candidate/s to provide evidence of a national police clearance valid within 12 months, Australian Work Rights, COVID-19 vaccination status if required and relevant tertiary qualifications. This will be required for an employment agreement can be generated
* Complete the [Recommendation to Appoint](file:///C%3A%5CUsers%5Ckell0627%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CUX6VGE8T%5CRecruitment%20Templates%20and%20Flow%20Charts%5CTemplates%5CRecommendation%20to%20Appoint%20-%20May%202019.docx) (RTA) and have the Chair add relevant information, review, approve and sign.
* Send complete package to (RTA, PD, application of appointable candidate, reference checks) employment@flinders.edu.au.