Hiring checklist

The hiring process can be something you want to get through as quickly as possible, particularly when there's an urgent need to expand your team. However, it's worth taking the time to review your approach to the recruitment process and understand how you can improve it. Simple changes can improve the quality of the candidates you attract and help you hire the best people for your business.

Here is a list of questions that may help you to find out what's missing from the way you recruit:

- [ ] Do you have a standardised job description template?

- [ ] Is it clear who in the business leads the recruitment process?

- [ ] Do you have an approved list of recruitment platforms and firms?

- [ ] Do you have an agreed upon recruitment window for roles?

- [ ] Have those conducting interviews been given adequate training or guidance?

- [ ] Do you have a process for reviewing CVs and then selecting candidates?

- [ ] Do you have a process for replying to unsuccessful candidates with feedback?

- [ ] Have you formulated a set criteria for evaluating candidates fairly?

- [ ] Do you conduct pre-employment checks before offering a new role?

- [ ] Do you have processes for how you store and secure personal applicant data?

- [ ] Do you have a bank of existing applications to draw from?

- [ ] Are you aware of unconscious bias and how this can affect recruitment?

If you've identified gaps in your processes, now you can prioritise the areas you think will make the greatest difference to attracting and successfully hiring new staff.