

# Hiring Checklist

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- ☐ Have the applicant complete a job application.
- ☐ Attempt to answer any pre-employment questions based on the job application and your conversation with the employee. Does the applicant meet all basic requirements (age, eligibility to work, wage offered meets applicant's needs, available to work the needed shifts, reliable transportation, etc.)?
- ☐ Test for any mental and physical capacities, attitudes, personality traits, and skills needed through the use of pre-screening tests.
- ☐ Have the applicant complete the reference verification form.
- ☐ Review the job analysis form, the structured interview form for the position, and the applicant information you've gathered to help you plan appropriate interview questions.
- ☐ Make sure the interview meeting place is comfortable and minimize interruptions.
- ☐ Remember these important interview tips:
  - Be prepared to sell the person on the job and the company.
  - Be prepared to take notes, but not on the application. It's a legal document.
  - Remember: Don't rely on first impressions. What you see in the interview is better than anything you'll ever see again.
  - Make sure the applicant does at least 80% of the talking.
- ☐ Complete an interview rating form as soon as the interview is over.
- ☐ If all goes well, extend a verbal offer contingent on the results of the reference check and any required credit and criminal records checks as well as the results of any drug test or medical exam.
- ☐ Check the candidate's references using the telephone reference verification form.
- ☐ If necessary, run credit and criminal records checks and have applicant go for drug test and medical exam.
- ☐ If everything checks out, write a confirming offer letter. Remember to notify unsuccessful applicants as well using our suggested letter to unsuccessful applicants.
- ☐ Proceed to the "Prepare Your New Hires" section of the "HR Handbook."