

RECRUITING PROCESS WORKSHEET

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Copy this into whatever tool you already use, Google Doc, Notion, Asana. As the employer, fill out this template before developing your recruiting process. The goal is having a good checklist for your recruiting process.....you want to cover all avenues available to you prior to hiring.

Develop your recruiting process: Employer Fills This Out

Identify Your Hiring Needs

Why are you hiring? What do you need from the new employee?

Write a Clear Job Description

Do you have a clear job description? (If not, please refer to Resource: [How to Write a Job Description](#)).

Choose the Right Recruitment Channels

What channels are likely to reach the right candidates?

Promote Your Employer Brand

(Why is your business a great place to work?)

Review Applications Efficiently

Are you using consistent criteria to assess? What criteria are you using.....skills and experience?

Conduct Effective Interviews

What questions do you want to cover in the interview? Are you using the same fair questions requiring detailed responses?

Check References Carefully

Did you ask the candidate for permission before contacting references? What are the consistent questions for each reference?

Make a Fair and Competitive Offer

Have you prepared a written offer form letter for the candidate? Have you spelled out the terms of employment? What are the terms to be used in the offer letter?

Prepare for Onboarding

What does day one onboarding look like? What does week one onboarding look like?