



TPD Tips

Employee Hiring Checklist





# TPD Tips:

## Employee Hiring Checklist

It is important to follow a fair hiring process when filling positions. This is not only to ensure that you hire only the most qualified individual, but also to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

Guidelines	Yes	No	N/A
Write a job description describing essential job functions, duties, education, and capabilities required.			
Have the job description reviewed and proofed by current employees and supervisors.			
Post the position internally.			
Contact partnering recruiting agencies.			
Place advertisements in a wide range of sources.			
Post the job on the company website.			
Accept resumes from applicants and recruiters.			
Keep track of where all of the applicants' resumes come from and the date they are received.			
Accept completed job applications.			
Screen resumes and job applications for qualifications and fit.			
Discard applications that have spelling and grammar mistakes.			
Conduct pre-interview questionnaire and phone-screening.			
Prepare interview questions.			
Ask applicant to provide a signature on the application to consent to reference and background checks.			
Complete applicant appraisal form.			
Contact all references listed, and document responses to questions.			
Perform appropriate background checks.			
Perform character assessment.			
Write the offer or rejection letter.			
Administer necessary pre-hire assessments and training.			
Finalize all terms of the employment contract and have the employee review and sign the document.			
Have the employee review and sign the employee handbook and/or required policy manuals.			
Introduce employee to training and orientation program.			
Pay any referral or retention bonuses.			

TPD is a full service Workforce and HR Solutions company. Whether you need help with a single part of the hiring process or would like to outsource your entire recruiting function, TPD is able to help. Contact us today to discuss flexible hiring solutions.

