



What do I need to do before I recruit?



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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed that you need this role or that you need to replace this role? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you completed a business case to support this decision? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed whether this role should be a permanent, casual, temp or independent contractor hire? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you drafted or reviewed the job description? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed the interview process? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed how many interviews are to be completed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed who the interviewers are? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed who the decision maker is? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed how you are going to respond to the unsuccessful applicants? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you developed your interview questions? |

If you have answered 'No' to any of these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.