

Recruitment **CHECKLIST**

FOR SMALL BUSINESSES



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CHECKLIST

Recruitment

PRE-RECRUITMENT PREPARATION

Define the job role and responsibilities clearly

Identify key qualifications, skills, and experience required

Determine salary range and benefits package

Establish a recruitment budget (advertising, screening tools, background checks)

Assign a hiring team or point of contact

Draft an attractive and inclusive job description

Decide on job posting platforms (LinkedIn, Indeed, company website, industry-specific boards, use your social media platforms)

Prepare interview questions and evaluation criteria

JOB POSTING & SOURCING CANDIDATES

Post job listing across chosen platforms

Promote the opportunity through company social media and networks

Engage employees and partners for referrals

Consider reaching out to local universities, trade schools, and professional organizations

Screen applications and shortlist qualified candidates

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INTERVIEW & SELECTION PROCESS

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|--|--|
| Schedule and confirm interview dates with candidates | |
| Conduct structured interviews (phone, virtual, or in-person) | |
| Evaluate candidates based on predetermined criteria | |
| Conduct skills tests or work assessments if applicable | |
| Check references and verify employment history (please be sure to do this one) | |
| Perform background checks, if necessary | |
| Compare final candidates and select the best fit | |

JOB OFFER & ONBOARDING

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|---|--|
| Extend a formal job offer with a clear start date, salary, and benefits | |
| Provide a written employment agreement or contract | |
| Set up onboarding process, including paperwork and IT access | |
| Introduce new hire to the team and assign a mentor if possible | |
| Provide initial training and resources for success | |
| Set performance expectations and schedule check-ins | |

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POST-HIRING FOLLOW-UP

Gather feedback from the new hire about the hiring process

Monitor employee engagement and performance in the first few months

Continuously refine recruiting strategies based on feedback and outcomes

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