

# SAMPLE HIRING CHECKLIST

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- Write a Job Description describing essential job functions. Include any physical and skill requirements, and education.
  - Complete Position Request Form.
  - Have the job description reviewed by current employees and supervisors.
  - Post the job internally.
  - Contact a recruiting agency if applicable.
  - Place help wanted ads in a wide range of sources.
  - Post on web site.
  - Accept resumes.
  - Accept completed job applications.
  - Screen resumes and job applications.
  - Conduct Pre-Interview Questionnaire.
  - Perform emotional intelligence assessment - see [www.zeroriskhr.com](http://www.zeroriskhr.com)
  - Prepare interview questions.
  - Conduct interviews. Involve co-employees. Consider group interviews.
  - Complete Applicant Appraisal Form.
  - Complete Co-Employee Applicant Appraisal Form.
  - Call references (employers, schools, etc.).
  - Use a Post Employment Release of Employment Information Form where necessary.
  - Perform background checks (DMV, credit, criminal background, etc.).
  - Inquire about any trade secret or confidentiality agreements with former employers.
  - Write the offer or rejection letters.
  - Give necessary post-offer/pre-hire drug or physical tests. Use a Drug Test Consent Form.
  - Obtain I-9 Form & W-4 Form.
  - Memorialize the terms of employment and have the employee sign any contract.
  - Have the new employee review and sign Employee Handbook, Trade Secret and Confidentiality Agreement, Safety Program Acknowledgement, Arbitration Agreement and any other applicable agreements.
  - Introduce the new employee to your training and orientation program.
  - Pay any referral or retention bonuses.
  - Provide state required pamphlets (sexual harassment and workers compensation in CA, etc.)
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