Checklist for recruiting

| **Area** | **Element** | | **Date** |
| --- | --- | --- | --- |
| The position description |  | Outline the type of job to be done |  |
|  |  | Create a position description |  |
|  |  | Consider salary packaging options |  |
|  |  | Prepare farm background document |  |
|  |  | Create a job application form |  |
|  |  | Create job advertisement |  |
|  |  | Plan advertising approach |  |
|  |  | Place advertisements |  |
|  |  | Put feelers out locally |  |
| Short listing applicants |  | Send acknowledgement letter |  |
|  |  | Contact short-listed applicants to set up interviews |  |
| Interviews |  | Prepare interview questions   * Include open-ended questions * Include behaviour questions |  |
|  |  | Prepare interview guidelines   * Interview space – free from interruptions * Make copies of candidate’s application, farm background document, position description and person specification * Allow plenty of time for questions and farm tour |  |
|  |  | Conduct interviews |  |
| Reference checking |  | Prepare questions and record sheet for referees |  |
|  |  | Contact referees |  |
| Employment offer |  | Prepare offer of employment |  |
|  |  | Prepare employment contract and acceptance of offer details |  |
|  |  | Contact unsuccessful applicants |  |
| Probationary period |  | Prepare code of conduct |  |
|  |  | Plan induction procedure |  |
|  |  | Prepare monthly probationary period review checklist |  |
|  |  | Prepare end of probationary period review checklist |  |

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## The Law checklist

* Have all employees been given a copy of the Fair Work Information Statement?
* Is the Pastoral Award 2010 available to all employees covered by the award?
* Are the National Employment Standards available to all employees covered by the award?
* Are all casual and part time employees engaged for a minimum of 3 hours?
* Do you pay 17.5% leave loading on holiday pay?
* Does your employee have a valid Australian work visa?
* Do you know the difference between a contractor and an employee?

Notes