

## Sample Recruitment Checklist

Item	Description	Yes	No
1	Have you a recruitment policy? (to satisfy requirements under Pre-School Regulations 2006)	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you prepared a job description and personal specification?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you a list of the essential and desirable criteria?	<input type="checkbox"/>	<input type="checkbox"/>
4	Have you decided what the method of application is - C.V or Application Form?	<input type="checkbox"/>	<input type="checkbox"/>
5	Have you included all relevant information on the advertisement?	<input type="checkbox"/>	<input type="checkbox"/>
6	Have you included closing date on advertisement?	<input type="checkbox"/>	<input type="checkbox"/>
7	Have you a recruitment panel set up?	<input type="checkbox"/>	<input type="checkbox"/>
8	Do you have an application pack ready? (incl. job description, person spec, application form, declaration form, information on service)	<input type="checkbox"/>	<input type="checkbox"/>
9	Have you prepared a scoring sheet to generate a shortlist for the interviews?	<input type="checkbox"/>	<input type="checkbox"/>
10	Has the Board confirmed the shortlist report?	<input type="checkbox"/>	<input type="checkbox"/>
11	Have you written a letter to the successful and unsuccessful applicants?	<input type="checkbox"/>	<input type="checkbox"/>
12	Have you a scoring/grading system ready for interviews?	<input type="checkbox"/>	<input type="checkbox"/>
13	Has the panel agreed on interview questions?	<input type="checkbox"/>	<input type="checkbox"/>
14	Have you written a letter to all successful applicants giving details about the interview and informing them to bring copies of their references and qualifications on the day of the interview?	<input type="checkbox"/>	<input type="checkbox"/>
15	Have the scoring sheets been completed and a recommendation made through the Interview Board Report?	<input type="checkbox"/>	<input type="checkbox"/>
16	Has the Management Committee given its written agreement to the appointment of the successful applicant?	<input type="checkbox"/>	<input type="checkbox"/>
17	Have you checked the references provided by the successful applicant, i.e. phone the referees?	<input type="checkbox"/>	<input type="checkbox"/>
18	Have you written to successful applicant offering position?	<input type="checkbox"/>	<input type="checkbox"/>
19	Have you written to unsuccessful applicants?	<input type="checkbox"/>	<input type="checkbox"/>
20	Have you kept all notes from interviews?	<input type="checkbox"/>	<input type="checkbox"/>
21	Have you applied for Garda vetting for potential employee?	<input type="checkbox"/>	<input type="checkbox"/>
22	Have you drawn up a contract of employment including the employee's job description and terms and conditions?	<input type="checkbox"/>	<input type="checkbox"/>
23	Has the contract been checked by a solicitor?	<input type="checkbox"/>	<input type="checkbox"/>
24	Has contract been signed by employee and management?	<input type="checkbox"/>	<input type="checkbox"/>
25	Have you kept appropriate records of the person you recruited?	<input type="checkbox"/>	<input type="checkbox"/>
26	Have you begun process of induction?	<input type="checkbox"/>	<input type="checkbox"/>