**PRE EMPLOYMENT RECRUITMENT CHECKLIST**

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| **APPLICANT NAME:** | | | |
| **POSITION TITLE:** | | | |
| **EMPLOYMENT STATUS:** | | | |
| **REQUISITION APPROVALS** | **YES** | **NO** | **Initial** |
| Analysis of Department needs - identify gap to be filled |  |  |  |
| Completed Authority to Recruit form, signed and returned |  |  |  |
| Current position description completed? |  |  |  |
| **TIME OF INTERVIEW** | **YES** | **NO** | **Initial** |
| Employment Declaration forms completed and scanned |  |  |  |
| Interview notes completed and scanned |  |  |  |
| Copy of passport/Birth Certificate taken from applicant; |  |  |  |
| Copy of driver’s license, qualifications, registration papers and insurances |  |  |  |
| **PRE-EMPLOYMENT PROCESS FOLLOWING INTERVIEW** | **YES** | **NO** | **Initial** |
| 2 x reference checks spanning minimum 2 years completed, scanned and entered onto employee file |  |  |  |
| VEVO check completed, scanned and entered onto employee file |  |  |  |
| Copy of driver’s license, qualifications, registration papers and insurances and police clearance scanned and entered onto employee file and entered on staff forward planner.  Note: no police clearance at this stage, candidate will need to provide receipt and then certificate as part of offer stage (offer subject to satisfactory police clearance). |  |  |  |
| pre-employment health questionnaire completed, scanned and entered onto employee file |  |  |  |
| Employee Declaration completed, scanned and entered onto employee file |  |  |  |
| **OFFER STAGE** |  |  |  |
| Verbal offer made to applicant with a verbal acceptance \*\*subject to federal police clearance if not provided prior to offer. |  |  |  |
| Contract generated, signed by |  |  |  |
| New Starter Pack created including contract, tax declaration, super form, employee commencement form, Fair Work form, REDIMED policies and procedures |  |  |  |
| **ONBOARDING PROCESS** | **YES** | **NO** | **Initial** |
| Signed New Starter Pack returned to HR, scanned and entered onto employee file with the following documentation:   * Signed copy of contract * Signed tax declaration information * Signed superannuation Information * Police Clearance copied * Signed acknowledgement of Fair work statement and REDIMED policies and procedures. * Working with Children’s Certificate copied (if applicable) * Qualification Certificates copied * Personal Insurance documents * Annual Registration documents   **\*\* confirm all document renewal dates and key dates (birthday, anniversary date and probation review date) have been entered on Outlook staff forward planner. All staff personal information should be saved in staff matrix located in I drive; Human Resources; Restricted; staff personnel matrix folder.** |  |  |  |
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| IT access requested including email, genie log in, TAB log in and network access |  |  |  |

**HR Representative Signed: Date:**