

Template 8: Capture Checklist

Capture Checklist <i>(Use this list to be sure that you have completed all the steps required)</i>	v
Determine labour needs	
Complete a Job analysis	
Write a Position description	
Decide on Position package	
Promote position	
Acknowledge applications	
Short list candidates	
Notify unsuccessful candidates	
Arrange interviews	
Prepare for the Interview	
Conduct interview	
Assess candidates against criteria from PD	
Check referees	
Make the decision	
Communicate with unsuccessful candidates	
Provide a Letter of offer for successful candidate	
Communicate start details with successful candidate	
Set up HR file for new employee	