

New hire checklist

1. Job description

Prepare a job description that defines the key tasks and responsibilities of the job, including:

Job title

Location

Salary range

Brief description
of organisation

Key responsibilities
and tasks

Our unique
selling proposition

New hire checklist

Essential skills

**Minimum experience,
knowledge and
qualifications**

**Other features of the job
(eg, travel prospects,
physical requirements)**

Contact person

How and where to apply

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2. Job advertisement

Create an advertisement based on the job description. Make the ad snappy and highlight the benefits of your workplace.

Advertise in local newspapers.

Advertise online.

Put up a notice in your shopfront (or someone else's).

Ask your staff to nominate suitable candidates, and offer them an incentive for finding the right person.

Review applications you received for previous positions you advertised, and contact any suitable candidates to ask them to apply.

3. Interview and selection

Select a shortlist of at least three candidates. Be objective and use the job description as your guide.

Prepare interview questions, based on the requirements in the job description. Ask specific questions on how your candidates could complete the key responsibilities of the job.

Conduct the interviews, asking all candidates the same questions. Write down or record their answers (with their permission). Don't believe everything you read in their resume, since people often talk up their track record. Ask for particulars and be wary when you don't get them.

Important! In the interview, be careful not to ask questions or make comments that could leave you open to any future discrimination claims. There are laws prohibiting employers from discriminating based on gender, race, marital status, age, sexuality, nationality, disability, physical features, political belief or activity, a person's responsibilities as a carer, or a person's status as a pregnant or future mother. That means you should avoid asking questions about a woman's plans to have children, or a worker's union membership, for example.

Review the candidates, systematically checking their answers against the requirements in the job description. Don't rely on your personal impressions. But make sure you hire someone whose personality will complement your work culture and team environment.

If necessary, conduct a second-round interview with your two preferred candidates.

Choose a candidate.

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4. Reference checking

Talk to at least two past employers to verify the candidate's work history. Ensure that they are the candidate's two most recent employers and that the referees were directly responsible for supervising his or her work. Stick to questions that are relevant to the job and focus on the applicant's ability to perform specific tasks to the level you require. Refer back to the selection criteria when asking questions.

Make a written record of their responses.

5. Job offer

Put a job offer in writing, including these details:

Start date.

Terms and conditions of employment (for example, working hours, overtime and leave).

Salary and other benefits.

Details of any probationary period. A probationary period of three to six months can help you make sure you've got the right person.

After the offer has been accepted, write and thank the unsuccessful short-listed candidates. If appropriate, ask them whether they would be interested in being considered for any future vacancies.

Prepare an induction program for your new member of staff.

6. Administration

Determine whether the new employee is an employee or contractor.

An employee is someone you employ within your business. You'll need to withhold tax from their wages as well as make compulsory superannuation payments.

A contract worker is a worker who is self-employed and has a contract with you to provide services. You don't have to withhold tax from payments to them, unless you enter into a voluntary agreement with them.

Determine whether you need to make super guarantee payments for the employee.

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You'll need to make compulsory 9% superannuation payments if the employee is:

Between 18 and 69 years of age;

Paid \$450 (before tax) or more in a calendar month, and

Works full-time, part-time or on a casual basis.

Note that there are some contractors who are also entitled to super guarantee payments, if you pay them under a contract "that is wholly or principally for labour".

Arrange for office space, security access, uniforms, vehicles, tools and equipment, as required.

7. Induction pack

Prepare an induction pack for the new starter. If possible, send it to them before they start, and ask them to fill in the paperwork before they arrive. The pack could include:

A copy of their job description.

Two copies of their employment contract (if applicable), one for them to sign and return and one for them to keep.

A tax file number declaration form. You can order these free of charge from the ATO website. Information about your default super fund and a super choice form. Again, copies are available on the ATO website.

An employee details form for them to complete for your records. Ask for their address, contact phone numbers, emergency contact details, preferred super fund information and bank account details.

A welcome kit with information about your business. Make it brief and informative, but also fun. Tell them about key rules and procedures, but also tell them about your vision and your goals — and about the best local lunch spots, the best pubs, and the people they'll be working with. Your aim is to make sure they turn up prepared and motivated from the first day.