

HIRING AND INTEGRATING STAFF CHECKLISTS

Job posting checklist

Review your current job description and posting for the position you wish to fill. Evaluate if the posting is attracting too wide an audience. If it is then scrap it and start again.	
Create a list of measurable outcomes you would like a candidate to possess.	
Re-craft the job posting to include specific skills and objectives you expect the candidate to achieve.	
Add more verbs – not adjectives – when crafting your job posting. Choose active verbs such as; achieve, develop, create, improve, implement, manage, transform.	
Once you think you have the posting crafted to attract the 'right' person to the position, test it and see what happens. If you are still receiving too many unwanted résumés then review the posting again and keep narrowing the focus.	

7 steps towards hiring top performers checklist

1. Create a focused and outcome-orientated job posting.	
2. Conduct a thorough phone interview to assess communication skills.	
3. Check references that the candidate has provided and go a little deeper, asking for additional references from other sources.	
4. Provide a tour of the facility to assess communication skills in a more relaxed setting.	
5. Assess practical skills by having the candidate take you through a practical session or role-play scenario.	
6. Conduct the first interview with direct managers or supervisors. Craft the interview questions so that they are performance-based and review them with the panel of interviewers prior to the interview. Decide on a scoring system and have everyone discuss and review their notes after the interview has taken place.	
7. Conduct the second interview which is more peer-focused. Follow the same guidelines as the first interview.	

5 steps for integrating your new team member checklist

1. Spread the message about your corporate culture. Tell the story of your company and share the organisation's values, beliefs and principles.	
2. Have as many opportunities as possible to provide feedback.	
3. Acknowledge roles and expectations. Be as clear as possible in order to avoid confusion.	
4. Reward teamwork and not just individual effort.	
5. Extend trust and respect, and provide a climate for open communication. This will demonstrate to your new team member that everyone is respected and valued in the organisation.	

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