Recruitment and selection checklist

Recruitment

Write a complete position description including:

- [ ] key objectives
- [ ] tasks and duties
- [ ] responsibilities
- [ ] reporting lines
- [ ] decision making and expenditure parameters.

Engage with your solicitor to write an employment contract for the role, including:

- [ ] start date of the employment
- [ ] amount to be paid and when
- [ ] the employee entitlements
- [ ] when and how employment can be terminated
- [ ] how and when to restrict further employment of medical practitioner either during term of contract or after the end of such contract
- [ ] how to protect confidentiality of employer's practice
- [ ] the employee's duties
- [ ] the employer's duties.

Make a list of professional requirements including:

- [ ] technical, professional and other educational pre-requisites
- [ ] skills and experience
- [ ] aptitude to develop into and/or beyond current role.
- [ ] capacity to fit in with practice 'culture' (e.g. formal, family friendly etc.)

- [ ] Design an interview template. Remember the aim of the interview is to see if the applicant has the skills and knowledge you require and a personal style which suits your particular practice. See Interview template on the Getting Started In Practice website.
- [ ] Decide who should be involved in the interview process and what role they will play (e.g. will one person or a panel conduct the interview? Who will cull applications? etc.).
- [ ] Advertise the position in the appropriate media (online, trade journals, local newspapers, major newspapers, general employment agencies, professional recruitment agencies). Ensure the advertisement includes a closing date. For positions that may require particular skills or knowledge, you may choose to supply interested applicants with an application information package. Such a package would provide a guide to items you wish to be covered either in a written application or at an interview. You should ensure that the advertisements are not discriminatory in any way.
- [ ] Sort applications and arrange interviews.
- [ ] Conduct interviews and assessment tests (which are directly relevant to the role).

Interviews

- [ ] Document all discussion at interview. Ask questions to assess behavioural responses.
- [ ] Do not ask closed questions.
- [ ] Do not ask questions about matters you already know (e.g. work history contained in written application).
- [ ] Do not ask questions that are discriminatory or may be considered to be discriminatory (e.g. do you have children?).
- [ ] Request written confirmation of the applicant's right to work in Australia (if relevant).
- [ ] Make a written record of the interview and retain the record in case you need to rely on it in future (e.g. in legal proceedings). Be aware that unsuccessful applicants have a right to access these records under privacy legislation, so be careful what you write.

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Assessment tests

- [ ] It is important to assess the nature and level of technical skills. These can vary from the ability to read and understand English, through to the ability to reconcile banking reports, type, or make clinical decisions.
- [ ] Undertake a reference check (see Verbal Reference templates on the Getting Started In Practice website), including a Working with Children Checklist if appropriate.
- [ ] Check qualifications/registration/certificates and if in doubt, validate them with the issuing organisation.

Make a decision

- [ ] If possible, establish an 'eligibility list'. That is, a list of two or three candidates you would be happy to employ.
- [ ] Make a written offer to your preferred candidate stating the start date and conditions of employment. For some positions, you may choose to draw up a separate contract for the terms and conditions of employment so that the offer and contractual commitments are processed separately (usually when contractual agreements are more complex). In this case, it would be wise to ask someone with a human resources background to draft the documents. The letter of offer and/or the letter of appointment should clearly state details of employment in case there has been anything negotiated between the time of offer and the appointment (consider things such as remuneration, leave, hours of work, probation period, commencement date, notification of resignation/termination).

Acceptance

- [ ] Wait until the position has been filled before notifying unsuccessful candidates. It is possible that your preferred candidate may be unavailable. If this is the case, it may be possible to offer the position to the next most suitable candidate and so on until the eligibility list is exhausted.

After an offer is made

- [ ] Complete the employment documentation.
- [ ] Set up payroll details, ensuring you select the correct award, if appropriate. If you choose to use an enterprise agreement, ensure it meets legislative requirements.
- [ ] Make sure there is an appropriate workspace available with all necessary equipment and materials.

Provide induction (see Induction and Documentation checklist on the Getting Started In Practice website) that covers:

  - [ ] an introduction to other staff
  - [ ] familiarisation with general patient profile
  - [ ] explanation of Occupational Health and Safety requirements
  - [ ] explanation of practice policies and procedures, and an opportunity for new staff to read policies and procedures, sign and date them
  - [ ] explanation of the position description
  - [ ] explanation of your performance review system, including work objectives that you and the staff member agree on

- [ ] Monitor weekly meetings between the new employee and their immediate supervisor to ensure the person is settling in comfortably.
- [ ] Conduct regular performance reviews, and offer development opportunities where appropriate.

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