

Recruitment Planning

Job Description & Role Details

Job Title: _____

Reports to: _____

Expected Salary or Hourly Range: \$ _____

Work Type: Full Time Part Time Casual Contract (Length of Contract: _____)

Start Time: _____ AM / PM **End Time:** _____ AM / PM

Location: Onsite Remote Hybrid

Working Days: Mon Tues Wed Thur Fri Sat Sun

Job Description Ready to Distribute: Yes No Needs Updating

If no or needs updating, prepare and finalise the job description before starting the recruitment process.

Flexibility Arrangements:

Yes No

If yes, what flexibility can be accommodated:

How are you recruiting: Internally Recruitment Agency Not Sure Yet

Are key team members involved in hiring taking leave? Yes No

If yes, note their absence and adjust timelines accordingly. When?

Recruitment Process

Start Date of Recruitment: ____ / ____ / ____

Target Hire Date: ____ / ____ / ____

Target Start Date of New Hire: ____ / ____ / ____

Stage 1: Advertising

Job Boards to Use: _____

Responsible Person: _____

Timeline: _____

Stage 2: Application Review & Screening

Responsible Person: _____

Timeline: _____

Stage 3: First Round Interviews

Interview Panel: _____

Date/Times the panel can convene: _____

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Stage 4: Second Round Interviews (if applicable)

Are there second round interviews: Yes No

Interview Panel: _____

Date/Times the panel can convene: _____

Stage 5: Reference Checks

Responsible Person: _____

Timeline: _____

Stage 6: Background Checks

Do you require any background checks or verifications to make an offer (e.g., police check, Working With Children Check, vaccinations, visa status, specific degrees or qualifications)?

Yes No

Type of Background Test(s) Required: _____

Responsible Person: _____

Candidate Testing (if applicable e.g., psychometric, numerical, data entry accuracy testing):

Type of Tests: _____

Responsible Person: _____

Ideal Candidate Profile

Must Have:

Essential Skills /
Qualifications

Nice To Haves:

Transferable Skills / Trainable

Where might they have previously worked?

Ideal Background