

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