

## Recruitment Checklist.

Yes

No

Have you a recruitment policy (to satisfy requirements under Pre-School Regulations 2006)

Have you drawn up a job description?

Have you drawn up a person specification?

Have you a list of the essential and desirable criteria?

Have you decided what the method of application is?

C.V OR Application Form?

Have you included all relevant logs on advertisement?

Have you included closing date on advertisement?

(Usually allowing 3 /4 weeks for whole process)

Have you a recruitment panel set up?

Do you have an application pack ready?

(Incl. job desc. person spec, app form and info on service)

Have you written a letter of invitation for interview?

Have you a scoring/grading system ready for interviews?

Has the panel agreed on interview questions?

Have you written to successful applicant offering position?

Have you written to unsuccessful applicant offering opportunity for feedback?

Have you kept all notes from interviews?

Have you checked two references for potential employee?

Have you applied for Garda vetting for potential employee?

Have you drawn up a contract of employment including the employee's job description and terms and conditions?

Has the contract been checked by a solicitor?

Has contract been signed by employee and management?

Have you kept appropriate records of person you recruited?

Application form/C.V + cover letter.

Copy of signed contract

Copy of references and/or reference request forms.

Copy of Garda vetting

Copy of qualifications and certificates.

Have you begun process of induction?

Please see Appendix 10 for this Recruitment Checklist.