

External Recruitment Checklist for Recruiters





Task

Completed

1. Check recruitment policy – make sure to follow any company guidelines when it comes to recruitment before proceeding.
2. Identify vacancies – identify the current gaps in the team and check if the team has certain needs, such as a desired ability or a particular personality type.
3. Prepare the job description – make sure to include the job title, duties and responsibilities, qualifications needed, the location and the company's perks/benefits, as well as the company's core values. Keep it short, use keywords relevant to the role and avoid business jargon.
4. Choose the external recruitment method(s) that best suits the role. Tick those applicable:

Company website

Job boards

Print/radio/TV advertising

Social media

Recruitment agency

Job fairs

College campus fairs

Professional associations





5. Utilize internal recommendations by sharing the job description within the business. This can also lead to promotions and transfers, and it can save money on upskilling and onboarding a new employee.

6. Screen and shortlist suitable candidates that apply (or utilize an ATS system).

If screening applications manually, you'll need to:

Screen first on the minimum qualifications required for the role.

Sort résumés by the required experience, competence, expertise and other skills that are required for the role.

Shortlist candidates who have both the qualifications and credentials.

Analyze the shortlisted résumés and highlight any queries that need to be questioned further at the interview stage.

7. Contact applicants to arrange an interview, either by email or telephone.

If the interview is in person, organize the time/location beforehand by booking a room or location for the interviews to take place. Have these details to hand when contacting those you're inviting to an interview.

If the interview is over the phone/by video, organize the video meeting on your chosen platform and make sure to confirm the details via email with the interviewee.





8. Arrange psychometric testing

Psychometric testing help you assess potential candidates to make sure they're suitable for the role they're applying for. Testing the candidate's analytical, numerical and verbal reasoning skills can give you an insight into their personality, productivity and skillset, as well as helping you assess their compatibility with the existing team. CareerHunter is our scientifically backed platform that provides testing licenses for this stage of the interview.

9. Prepare interview panel and interview questions.

Prepare interview panel and make sure all those involved schedule the interviews on their calendar so that the team knows they'll be unavailable.

Prepare open questions for the interview. Asking open questions will give you information on the candidate's professional background, as well as information about their work ethic and personal goals.

Allow the interviewee time to ask any questions, too.





10. Create an offer of employment.

This is the final (and most important) stage, for obvious reasons. Be sure to assess all candidates equally, making sure you don't rush into the choice before all interviews have taken place. Once you're sure you've found the right candidate:

Draft the offer of employment.

Get it approved (if applicable).

Contact the candidate (either by telephone or by email).

Let the candidate know the next steps if they accept the offer.

Wait for confirmation they're happy to accept the position.

Explain the onboarding process and start date.

