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**HR checklist for recruitment**

(pre employment)

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| **Employee name:** |  |
| **Start date:** |  |

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| **Task** | **Date completed and initials** |
| Consider annual sickness, holiday, insurance, pension contributions and other associated costs, set a total annual budget for the position |  |
| Write a (non-discriminatory) job description and person specification |  |
| State what checks are needed for the position, e.g. Disclosure Barring Service (DBS) check, Right to Work in the UK, driving licence |  |
| Outline the final package, including salary, benefits, hours of work, holiday entitlement |  |
| Determine the changes needed within the current organisation:  - line management  - location of work  - additional equipment needed (if applicable)  - uniform requirements (if applicable) |  |
| Determine recruitment process:  - recruitment agency or manage in-house?  - write advert  - decide where to advertise  - advertising budget  - determine interviewing and shortlisting arrangements  - agree recruitment start and end date |  |
| Set up as employer with HMRC see <https://www.gov.uk/register-employer> |  |
| Carry out health and safety risk assessments |  |
| Arrange Employer Liability Insurance |  |