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# New Employee Hiring Checklist

Free New Employee Hiring Checklist with AI customization. Industry-specific guidance for new employee hiring checklist. Build your checklist now.

## Position Planning & Approval

- ☐ Identify hiring need and business case
- ☐ Get budget approval for position
- ☐ Create or update job description
- ☐ Determine salary range and benefits
- ☐ Define required qualifications
- ☐ Identify preferred qualifications
- ☐ Set target start date
- ☐ Get hiring manager approval
- ☐ Obtain HR approval
- ☐ Determine interview panel
- ☐ Set hiring timeline
- ☐ Create evaluation criteria

## Job Posting & Recruitment

- ☐ Write compelling job advertisement
- ☐ Post on company website
- ☐ Post on job boards (Indeed, LinkedIn, etc.)
- ☐ Share with recruitment agencies
- ☐ Post on social media channels
- ☐ Send to employee referral network
- ☐ Contact universities/colleges
- ☐ Reach out to professional associations
- ☐ Use diversity recruitment channels
- ☐ Set application deadline
- ☐ Create applicant tracking process
- ☐ Monitor application submissions

## Application Review Process

- ☐ Screen resumes for minimum qualifications
- ☐ Create shortlist of candidates
- ☐ Conduct phone/video screenings
- ☐ Check for red flags or gaps
- ☐ Verify basic qualifications
- ☐ Score candidates against criteria
- ☐ Select interview candidates
- ☐ Send regret letters to non-selected

- ☐ Schedule first-round interviews
- ☐ Prepare interview materials
- ☐ Brief interview panel
- ☐ Create interview schedule

## Interview Process

- ☐ Prepare structured interview questions
- ☐ Schedule interview rooms/video calls
- ☐ Send calendar invites to panel
- ☐ Welcome and brief candidates
- ☐ Conduct behavioral interviews
- ☐ Assess technical skills
- ☐ Evaluate cultural fit
- ☐ Allow candidate questions
- ☐ Give facility tour (if in-person)
- ☐ Explain next steps
- ☐ Collect interview feedback
- ☐ Complete evaluation forms

## Selection & Decision

- ☐ Review all candidate evaluations
- ☐ Conduct second interviews if needed
- ☐ Check references thoroughly
- ☐ Verify employment history
- ☐ Confirm education credentials
- ☐ Assess final candidates
- ☐ Make selection decision
- ☐ Get approval from stakeholders
- ☐ Determine offer details
- ☐ Prepare for negotiation
- ☐ Document selection rationale
- ☐ Notify unsuccessful candidates

## Offer Process

- ☐ Prepare offer letter
- ☐ Include salary and benefits
- ☐ Set start date
- ☐ Add contingencies (background check)
- ☐ Get offer approval
- ☐ Make verbal offer
- ☐ Send written offer
- ☐ Set response deadline
- ☐ Answer candidate questions
- ☐ Negotiate if necessary
- ☐ Receive signed acceptance

- ☐ Send confirmation email

## Pre-Employment Requirements

- ☐ Initiate background check
- ☐ Conduct drug screening (if required)
- ☐ Verify professional licenses
- ☐ Check driving record (if applicable)
- ☐ Request transcripts
- ☐ Confirm right to work
- ☐ Medical examination (if required)
- ☐ Check social media (if policy allows)
- ☐ Verify security clearance
- ☐ Complete reference checks
- ☐ Address any concerns
- ☐ Make final hiring decision

## Onboarding Preparation

- ☐ Notify IT of new hire
- ☐ Order equipment and supplies
- ☐ Prepare workspace
- ☐ Create system accounts
- ☐ Order business cards
- ☐ Schedule orientation
- ☐ Assign mentor/buddy
- ☐ Prepare welcome materials
- ☐ Plan first-week schedule
- ☐ Notify team of new hire
- ☐ Update org chart
- ☐ Begin onboarding checklist

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