The New Hire Checklist

New Hire Candidate Name:

Modify this checklist as required and use it to track the steps of your New Hire Process.

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| **Step** | **Activity** | **Completed on:** |
| 1 | Review **Resume** to determine suitability, and proceed if suitable |  |
| 2 | Contact New Hire Candidate to **set up Initial Interview** |  |
| 3 | **Confirm Initial Interview** with New Hire Candidate |  |
| 4 | **Initial Interview with New Hire Candidate using an Agenda** |  |
| 5 | Set up meeting with **Team Members**  |  |
| 6 | Send New Hire Candidate Instructions for **completing their Kolbe/Disc/Myers-Briggs** |  |
| 7 | Review their **Completed Assignment** |  |
| 8 | Complete all Steps of the **Due Diligence Process**  |  |
| 9 | Complete a **Criminal Record Check (CRC)** |  |
| 10 | Do a basic **Google Search** to see what comes up  |  |
| 11 | If they pass the second-level screening, **set up the Final Interview** |  |
| 12 | **Confirm the Final Interview** with the New Hire Candidate |  |
| 13 | **Final Interview with the New Hire Candidate(s) using an Agenda** |  |
| 14 | **Make the decision** about the successful New Hire Candidate |  |
| 15 | **Notify the Successful Candidate** and tell them Letter of Offer is coming |  |
| 16 | Thank any other final candidates & wish them the best via email |  |
| 17 | Send the **Letter of Offer** to the Successful Candidate |  |