


RECRUITMENT CHECKLIST

✓ **ADVERTISE POSITION**

 A short, simple but comprehensive job description optimized for advertising online.


✓ **SCREEN & SHORTLIST**

 Screen and shortlist based on selection criteria, keeping in mind that literacy levels may vary due to applicant's background.


✓ **INTERVIEWING APPLICANTS**

 Conduct interviews based on the Anti-discrimination Act 1991 and Fair Work Act 2009.


✓ **REFERENCE CHECK**


 Ensure an effective reference check is completed that gathers relevant information without being too long or painful for the referee.

✓ **MAKE OFFER**


 Prepare a letter of offer and give the successful applicant, complete with a job description, code of conduct and any other relevant information.

✓ **SIGNED CONTRACT**


 Have employment contract co-signed by yourself and the new employee, along with an employee handbook compliant with the Australian Employment standards.

 New employees will have to enroll into the Safe Station App **before** commencing employment as part of the contract. This will be checked on by a tailored questionnaire.

✓ **SAFE STATION APP**

 Ensure new employee enrolls into the Safe Station App **before** commencing and completes initial safety induction for your property.

✓ **EMPLOYEE FORMS AND RECORDS**

 Ensure all employee details are accurately recorded, filed, and tailored forms and templates, such as sick leave, annual leave, and grievance procedures are ready to go.

With Smart Station, have all of these and more prepared and delivered to your door!