

Employee Acquisition – Lifecycle Practice #1

This checklist is a guideline. Please incorporate as many as these hiring practices in to your hiring process as applicable. Evaluate your current hiring practices and identify any opportunities for process improvement.

Evaluate Hiring Practices

Recruiting Practices

- Predictive Hiring and Job Matching
- Accurate Job Description
- Vision, Mission, Values Communicated
- Conditions of Employment Addressed**
 - Background Check
 - Drug Screen
 - Driving Records (If Applicable)
 - References
 - Employment Eligibility Verification (I-9 Form)
- Offer Acceptance
- Benefits Reviewed
- Pre-employment Orientation Forms
- Dress Code explained
- Welcome Note

Hiring Manager

- Work with Recruiter to determine start date
- Provide critical first- day information
- Work Environment**
 - Office Space
 - Furniture
 - Supplies and Equipment
 - Keys/Access Cards
- Computer/Technology/Communications**
 - Computer
 - Shared Folders
 - Distribution Lists
 - Cell Phone
 - Key Contact Numbers
- Department Introductions and Announcement
- New Hire Mentor
- Departmental Onboarding