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## CHECKLIST

Here is a checklist presenting the process and activities to help you find the right workers for your company:

### 1. Hiring Policy and Procedure

- Developing a hiring policy and procedure

### 2. Describing the Job

- Preparation of the job description:
  - Choose a title that describes the job as clearly and simply as possible.
  - Describe the purpose and main duties of the job in one or two sentences.
  - List in point form the main tasks of the job as well as other tasks that might occur occasionally.
  - List the title of the supervisor or manager to whom the job reports.
  - List the hours of work.
  - List the training and work experience necessary in order to shorten the learning time once the person is hired.
  - List the minimum physical abilities required to do this job safely.

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### 3. Posting the Job

- Preparation of the job posting:
  - Job title
  - Employer's name
  - Location of the job
  - Brief, to-the-point company description

- To whom the position reports
- Outline of job role and purpose – expressed in the second person (you, your)
- Outline of ideal candidate profile – expressed in second person – including qualifications and experience required
- Salary or salary range
- Terms of employment (full-time, part-time, permanent, short-term contract, etc.)
- Other package details (pension, car, etc.)
- Response and application instructions
- Contact details as necessary; for example, address, phone, fax, email, etc.
- Request for references
- Website address

#### Using Your Job Posting to Attract Workers

When job markets are tight, it is important to use your job posting to attract workers to your company. You can use the following CHECKLIST to remind yo of what your company has to offer and include some of the key benefits in your job posting.

- Opportunity to learn on the job and to keep on learning
- Schedules that fit the employee's lifestyle
- Mutual respect and support
- Chance to take initiative and see a project through
- Meaningfulness in work
- Variety in the work
- Opportunity to work from home on occasion (telecommuting)
- Opportunity for promotion – an attractive future
- Opportunity to take on more responsibility
- Chance to be involved with decision-making
- Opportunity to work with senior managers
- A fun work environment
- Personally rewarding work
- Job security
- An informal, non-bureaucratic workplace
- A relaxed dress code
- A safe and healthy work environment
- Reasonable job demands
- Competitive wages that are considered fair for the job
- Annual leave
- Family or sick leave
- Health Care benefits
- Child Care – low cost, cooperative, etc.
- Special perks – birthday celebrations, social club, day off on birthday, family events, etc.
- Paid gym or club memberships
- Tuition support
- Training and development opportunities

- Free uniforms

## □ Determining Job Posting Methods

### **Traditional Methods:**

- Promotion From Within
- Newspaper Advertising
- Help Wanted Posters
- Employment Agencies
- Temporary Help Agencies
- Campus Job Fairs

### **New Recruiting Methods:**

#### **Social Media**

- www.facebook.com
- www.twitter.com
- www.youtube.com
- www.linkedin.com
- www.meettheboss.com

#### **Internet Recruiting**

- www.jobbank.gc.ca
- www.workopolis.com
- www.monster.ca
- www.careerbeacon.com

### **Other Methods:**

- Special Events
- Current Employees
- Former Employees
- Company Web Site
- Job/Career Fairs
- Customers
- Trade Publications
- Cable Station Ads
- Community Notices
- Retired or Semi-Retired Workers

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## 4. Selecting the Right Candidate



- Pre-selection of candidates:
  - Screen applicants for interviews
- Selection interview(s)
- Reference checks
- Medical exam (optional)

## 5. Making a Job Offer

- Formal Job Offer
    - Starting with the best candidate
  - Hiring Contract
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SOURCES USED TO DEVELOP THIS CHECKLIST:

The Restigouche CBDC HR TOOLKIT FOR SMALL BUSINESS

The Newfoundland and Labrador HR MANAGER (<http://www.nlhrmanager.ca>)