

# Recruitment Checklist

Are you thinking about hiring staff for your business?  
Our checklist for small business owners helps you meet Australian laws when hiring an employee.

**Here are some tips to help you through the hiring process.**



## **Decide the type of employee you want to hire**

Casual, Full Time or Part Time



## **Prepare a Position Description**

What do you want them to do? What are the expectations?



## **Understand the pay rate and condition requirements**

Minimum rates, Hours of work, Leave , Breaks and Allowances



## **Advertise the Job**

Look for the right people to join your team



## **Check their eligibility and references**

Licences, Qualifications, Work Rights, Reference Checks



## **Offer the Role**

Consider what you are offering and prepare employment agreement



## **Induct and Onboard**

Invest time educating the new hire in your business, the workplace, and their role

Still not sure? We'll help you find the perfect candidate for your business!



**CONTACT US**



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