



Identifying the Vacancy

- Define the need for a new position or a vacancy
- Create a detailed job description with outlined responsibilities and requirements



Approval and Budget Alignment

- Obtain approval from the department heads
- Define selection criteria with hiring managers
- Align the position with the existing organisational budget and planning
- Ensure the compensation package is competitive and aligns with the industry standards



Recruitment

- Draft a well-articulated job advertisement that includes a clear job title, responsibilities, qualifications, requirements, and benefits.
- Choose recruitment channels: internal postings, job boards, social media, etc.
- Promote the vacancy through internal communication channels to encourage internal referrals and applications
- Post job vacancy on LinkedIn.
- Post job vacancy on Facebook and Facebook groups.
- Post job vacancy on Instagram.
- Post job vacancy on the company's official website, specifically under the careers page. Don't forget to share this on your socials.
- Create engaging content such as videos, infographics, or blog posts to highlight the job opportunity and the company's culture
- Collaborate with recruitment agencies or head-hunters to expand the search for suitable candidates
- Collaborate with universities and TAFE's for campus recruitment and job fairs



Application Review and Shortlisting

- Make a database of all applications received for the position in question, with relevant information about the candidate and initial screening comments. Refer to our template: [HERE](#)
- Shortlist candidates based on merit and fit for the role
- Prepare a list of potential questions to assess candidates' competencies



Interview Process

- [Check out our Pre-interview section](#)
- [Check out our Interview Execution section](#)
- [Check out our Post-interview section](#)



Job Offer and Negotiation

- Initiate a conversation with the candidate to discuss the potential offer
- Gauge the candidate's expectations regarding the role, responsibilities, and remuneration
- Discuss the proposed salary structure, including base salary, bonuses, and other incentives
- Address benefits such as health insurance, retirement plans, and other perks
- Discuss the potential career path and growth opportunities within the organisation
- Discuss work-life balance, remote working possibilities, and other organisational policies
- Collect feedback from the candidate about their experience during the negotiation process
- Remember to send out rejection emails to unsuccessful applicants, and ask to stay in touch for future opportunities.



Employee Onboarding

- Orientation
- Check our First-Day Section
- Check our First-Week Section
- Check our First-Month Section



Performance Monitoring and Feedback

- Schedule regular check-ins to monitor the new employee's progress
- Provide constructive feedback
- Adjust goals and plans as necessary based on the new employee's performance and growth



Feedback and Continuous Improvement

- Collect feedback from the new employee regarding their onboarding experience
- Utilise feedback to make continuous improvements to the recruitment and onboarding process