Recruitment planner

# Recruitment planning

| Timeline | Activity | Complete |
| --- | --- | --- |
| Text field | [Consider the job requirements](https://www.wa.gov.au/government/multi-step-guides/consider-the-job-requirements) to identify the people you want to attract to the workplace.  | [ ]  |
| Text field | [Define what you are looking for](https://www.wa.gov.au/government/multi-step-guides/define-what-youre-looking-new-employee) to get a profile of the skills, knowledge, attributes and diversity you are seeking. | [ ]  |
| Text field |  Consider how to [attract diverse applicants](https://www.wa.gov.au/government/multi-step-guides/attracting-diverse-applicants).  | [ ]  |
| Text field | [Consider your employment options](https://www.wa.gov.au/government/multi-step-guides/consider-your-employment-options) to determine the best approach to fill the vacancy. | [ ]  |
| Text field | [Recruit once for multiple jobs](https://www.wa.gov.au/government/multi-step-guides/recruiting-once-multiple-jobs). | [ ]  |
| Text field | [Appoint from previous recruitment processes](https://www.wa.gov.au/government/multi-step-guides/appointing-previous-selection-process). | [ ]  |

# Attracting for the right candidates

| Timeline | Activity | Complete |
| --- | --- | --- |
| Text field | [Manage integrity in the recruitment process](https://www.wa.gov.au/government/multi-step-guides/managing-integrity-the-recruitment-process) from the start. | [ ]  |
| Text field | [Manage unconscious bias](https://www.wa.gov.au/government/multi-step-guides/managing-unconscious-bias) to acquire diverse talent to the workforce. | [ ]  |
| Text field | Consider [how to integrate values](https://www.wa.gov.au/government/multi-step-guides/how-integrate-values-your-recruitment-process) and other requirements, such as, diversity into your advertising process. Consider any modifications and reasonable adjustments that may be required for your applicants. | [ ]  |
| Text field | Understand how to [describe your agency as an attractive employer](https://www.wa.gov.au/government/multi-step-guides/describe-your-agency-attractive-employer) into the advertisement. | [ ]  |
| Text field | [Write your job advertisement](https://www.wa.gov.au/government/multi-step-guides/writing-job-advertisement)  | [ ]  |
| Text field | Decide [where to advertise the vacancy](https://www.wa.gov.au/government/multi-step-guides/decide-where-advertise-the-vacancy) to acquire the right people for your job and to meet agency diversity priorities. | [ ]  |

# Assessing and selecting

| Timeline | Activity | Complete |
| --- | --- | --- |
| Text field | Determine [your candidates eligibility requirements](https://www.wa.gov.au/government/multi-step-guides/determine-if-your-applicants-are-eligible-the-job). | [ ]  |
| Text field | [Manage conflicts of interest](https://www.wa.gov.au/government/multi-step-guides/managing-conflicts-of-interest) early.  | [ ]  |
| Text field | [Shortlist](https://www.wa.gov.au/government/multi-step-guides/how-shortlist) your candidates and [provide candidate care](https://www.wa.gov.au/government/multi-step-guides/candidate-care-during-the-selection-process) to keep people informed. | [ ]  |
| Text field | Consider [different options to assess candidates](https://www.wa.gov.au/government/multi-step-guides/options-assessing-applicants) and consider any modifications and reasonable adjustments that may be required during the assessment. | [ ]  |
| Text field | Complete [meaningful reference checks](https://www.wa.gov.au/government/multi-step-guides/completing-meaningful-reference-checks). | [ ]  |
| Text field | Select the candidate/s who is/are [suitable and recommend for appointment](https://www.wa.gov.au/government/multi-step-guides/selecting-suitable-candidate-appointment). | [ ]  |
| Text field | [Write up the selection report](https://www.wa.gov.au/government/multi-step-guides/writing-selection-report). | [ ]  |
| Text field | Advise candidates of the outcome and provide feedback, if requested. | [ ]  |

# Appointment

| Timeline | Activity | Complete |
| --- | --- | --- |
| Text field | [Manage the appointment process](https://www.wa.gov.au/government/multi-step-guides/managing-the-appointment-process) by providing an offer of appointment to the successful candidate. | [ ]  |
| Text field | Have good [record keeping](https://www.wa.gov.au/government/multi-step-guides/recordkeeping-the-recruitment-process) processes as all recruitment documents are reviewable. | [ ]  |
| Text field | On-board the new starter and get them to complete the online public sector trainings; [Induction into the WA public sector](https://www.wa.gov.au/service/employment/human-resources-development/induction-the-western-australian-public-sector); [Aboriginal and Torres Strait Islander cultural awareness training](https://www.wa.gov.au/service/aboriginal-affairs/aboriginal-reconciliation/aboriginal-and-torres-strait-islander-cultural-awareness-training)  | [ ]  |