**CHECKLIST**

**HIRING EMPLOYEES**

* Write a job description.
* Post the job internally.
* Place an add in your local newspaper or
* Contact a recruitment company
* Accept C.V’s.
* Accept completed job applications.
* Screen applicants.
* Prepare interview questions.
* Conduct interviews.
* Complete applicant appraisal form.
* Call references (employers, schools, etc.).
* Perform background checks (Credit, criminal background, etc.).
* Find out about any trade secret or confidentiality agreements with former employers.
* Write the offer or rejection letter.
* Give necessary pre-hire drug tests.
* Give necessary skill test.
* Get necessary physical and psychological tests done.
* Have employee review and sign employee handbook, trade secret agreement and any other contracts.
* Introduce employee to training and orientation program.