Recruitment to *a thoughtful welcome.*

Sixteen checks to keep information, ownership and the next step clear.

ROLE / TEAM

REVIEW DATE

01 Before screening

Create a shared starting point before reviewing applications.

- [ ] Confirm the role title, responsibilities and hiring owner.
- [ ] Separate essential requirements from skills that can be learned.
- [ ] Agree on the same job-related review criteria for every applicant.
- [ ] Confirm work location, schedule and application deadline.

02 During candidate review

Write down what the application supports and what still needs a question.

- [ ] Match each requirement to a relevant example in the application.
- [ ] Record missing information as a follow-up question.
- [ ] Keep review notes specific, respectful and relevant to the role.
- [ ] Assign the next action, its owner and a follow-up date.

Use with the screening guide at priyanshitiwari.com/articles/candidate-screening-checklist/

Make the first week *easy to navigate.*

03 Before the first day

Give the new starter a clear contact and an understandable plan.

- [ ] Confirm the start date, joining instructions and contact person.
- [ ] Prepare the document list and an approved secure collection route.
- [ ] Check equipment, account access and the first-day schedule.
- [ ] Share the handbook location and the person who handles questions.

04 During the first week

Close the loop on tasks, access and unanswered questions.

- [ ] Introduce the manager, team and key working relationships.
- [ ] Confirm role priorities and the first practical learning tasks.
- [ ] Review open items with an owner and expected completion date.
- [ ] Schedule a check-in and record any follow-up support needed.

FOLLOW-UP / OWNER / DUE DATE

Adapt to the organisation's process. Keep candidate and employee information in approved systems. This checklist does not need personal information.