**Company Name Recruitment Guide**

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| **POSITION DETAILS** |
| **Position title:**  |  |
| **Hiring Manager:** |  |
| **Reason for vacancy:** | ☐ Replacement/Resignation  ☐ New Position ☐ Other (Insert details here)  |
| **Preferred Start Date:** |  |
| **Department:** |  |
| **Reporting to (position):** |  |
| **Direct Reports:** |  |
| **Number of positions:** |  |
| **Employment Status:** | [ ] Full time | [ ] Part time (if yes: \_\_\_\_\_\_hours) |
|  | [ ] Permanent | [ ] Temporary (if yes: \_\_\_\_\_\_months) |
| **Salary information (excluding superannuation):** |  |
| **Allowances/Benefits:** |  |
| **Position description available:** | [ ] Yes [ ] No |
| **Job advertisement available:** | [ ] Yes [ ] No |
| **IT tools required:** |  |
| **Required Qualifications:**  |  |
| **Any other details:**  |  |
| **Technical requirements:**  |

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| **RECRUITMENT DETAILS** |
| **Preferred Process** | * Standard Phone Screen & Resume Review
* Hiring Manager to determine who to interview
* Interview (face to face OR Zoom)
* Reference Checks
* Hiring Manager to decide on successful applicant
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| **Recruitment Panel**  | 1. \_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_
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