**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 |
| **Recruitment Panel** | 1. \_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_ |