Head Start Questions (sample)

Section 5. Recruitment & Selection

Flying Start People

Section 5 – Recruitment & Selection (Sample)

Attracting, selecting and hiring best fit individuals for the organisation

No	Question
5.1	How does the organisation attract talent? What is the employee value proposition (EVP) and how is it communicated? How does the EVP show up in the recruitment and selection process?
5.2	How does the recruitment and selection process work in the organisation? Does it operate in a consistent way? What is the candidate experience? **Check** – how are vacancies approved, briefed and job ads drafted?
5.3	To what extent is the HR/Recruitment team seen as a centre of expertise for the recruitment process? Do they train and coach leaders to run the recruitment and selection process in line with company values and ensure bias is minimised?

Please note this is a sample of the full checklist

Section 5 – Recruitment & Selection (Sample)

Attracting, selecting and hiring best fit individuals for the organisation

No	Question
5.4	What is the job vacancy/new position approval process? To what extent does it run in a timely, efficient manner to meet business requirements? Who is responsible for the approval process and do leaders understand how it works and why it was established?
5.5	How easy is it for candidates to find vacancies and information about the company's culture, working environment, purpose and values? Does the careers page have a communication plan aligned to the business strategy?
5.6	Are job advertisements written in plain language reflective of the organisation's culture? Is information consistent across different departments and functions? **Check** - do all job ads include a contact point in case of candidate questions and a summary of benefits?

Please note this is a sample of the full checklist