

## **Checklist: Hiring Process–We Care Foundation of Newfoundland and Labrador.**

*By adhering to this checklist, We Care Foundation can guarantee that their hiring process is comprehensive, aligned with their mission, and capable of attracting candidates truly dedicated to creating a positive impact.*

- € Create a comprehensive job description that clearly defines the duties, requirements, and expected performance of the position. Emphasize the mission and values of the organization.
- € Establish the budget for the position, encompassing both the salary range and benefits.
- € Advertise the position on various platforms like the organization's website, job boards, social media, and industry-specific websites.
- € Assess resumes and cover letters to determine candidates who meet the required qualifications and exhibit a genuine dedication to the organization's mission.
- € Conduct phone or video interviews to further assess candidates' suitability for the role. Emphasize their alignment with the organization's mission and values.
- € Invite shortlisted candidates for in-person interviews. Consider involving key team members or stakeholders in the hiring/interview process, especially key positions.
- € Analyze candidates' skills and experience, considering how well they meet the specific requirements of the role. Assess how well candidates will fit into the organization's culture.
- € Provide feedback to candidates following interviews, even if they are not chosen.
- € Top Candidate is selected for the job.
- € Contact references provided by the candidate to verify their qualifications and work history. Ensure that all required background checks are conducted, especially where the position involves handling confidential information or financial resources.
- € Candidate is verbally offered and accepts the job.
- € Candidate is formally offered and accepts the job in writing.
- € Onboarding schedule set up for new hire.
- € Develop and execute a thorough onboarding procedure to facilitate seamless integration of the new employee into the organization.