**Selection Process Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Done** | **Not applicable** | **Note** |
| **1. Application** |
| Publish the job advert | [ ]  | [ ]  |       |
| Test the application process for user-friendliness (especially on mobile) | [ ]  | [ ]  |       |
| Choose appropriate advertising channels (job boards, social media, career pages, agencies, university outreach, referrals) | [ ]  | [ ]  |  |
| Optimize job ads using inclusive language (e.g., using tools like Textio) | [ ]  | [ ]  |  |
| **2. Screening & pre-selection** |
| Screen resumes for required qualifications and experience | [ ]  | [ ]  |       |
| Consider blind resume reviews to reduce bias | [ ]  | [ ]  |  |
| Conduct phone or video screenings (or use chatbots) | [ ]  | [ ]  |       |
| Use a checklist during screening calls (availability, pay expectations, etc.) | [ ]  | [ ]  |  |
| Implement pre-employment assessments (e.g., cognitive tests, job simulations) | [ ]  | [ ]  |  |
| **3. Interview** |
| Plan and schedule interviews (remote or in-person) | [ ]  | [ ]  |       |
| Choose interview format: structured (preferred), unstructured, peer, or panel | [ ]  | [ ]  |       |
| Use the STAR method to evaluate candidate responses | [ ]  | [ ]  |  |
| Provide interviewers with evaluation forms and guides | [ ]  | [ ]  |  |
| **4. Assessment** |
| Administer cognitive or personality tests (e.g., GMA, Five-Factor Model). | [ ]  | [ ]  |       |
| Assign job-relevant case studies or problem-solving tasks | [ ]  | [ ]  |       |
| Include work sample tests when appropriate (e.g., coding tasks for developers) | [ ]  | [ ]  |  |
| Ensure assessments reflect job requirements and are reasonable in scope | [ ]  | [ ]  |  |

|  |
| --- |
| **5. References and background check** |
| Ask candidates to provide references | [ ]  | [ ]  |       |
| Contact references to verify qualifications and clarify any concerns | [ ]  | [ ]  |  |
| Conduct background checks (only if essential and legally compliant) | [ ]  | [ ]  |  |
| **6. Decision** |
| Evaluate candidates based on pre-defined criteria | [ ]  | [ ]  |       |
| Discuss input with hiring team or relevant colleagues | [ ]  | [ ]  |       |
| Prioritize potential and long-term fit as well as current skills | [ ]  | [ ]  |  |
| **7. Job offer & contract** |
| Send a job offer outlining conditions and details | [ ]  | [ ]  |  |
| Confirm candidate acceptance | [ ]  | [ ]  |  |
| Prepare and issue formal employment contract | [ ]  | [ ]  |  |
| Complete onboarding preparations after contract signing | [ ]  | [ ]  |  |

[](http://aihr.com)

[aihr.com](https://www.aihr.com/)

