**Selection Process Checklist**

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| --- | --- | --- | --- |
| **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 |  |  |  |

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| **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 |  |  |  |

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