

# HUMAN RESOURCE PLANNING CHECKLIST

## STAGE – 1: PLANNING

S.No.	Task	Status
1.	Create job profiles	<input type="checkbox"/>
2.	Chalk out a hierarchical structure based on the created job profiles	<input type="checkbox"/>
3.	Create a business staffing plan	<input type="checkbox"/>
4.	Develop a job description for the particular position you are looking to hire for	<input type="checkbox"/>
5.	Jot down the expectations of a successful candidate: need to have's and nice to have's. Also consider including skills which allows the candidate to have a diverse work profile and look at avenues beyond what is on the JD in the future.	<input type="checkbox"/>
6.	Decide on the pay bracket	<input type="checkbox"/>
7.	Define company policies on benefits, holidays, paid leave etc.	<input type="checkbox"/>
8.	Decide on the team member who shall be overlooking recruitment	<input type="checkbox"/>

9.	Advertise the opening	<input type="checkbox"/>
10.	Have an employee service agreement/contract drafted	<input type="checkbox"/>

## STAGE – 2: RECRUITMENT

S.No.	Task	Status
1.	Shortlist candidates based on their resumes	<input type="checkbox"/>
2.	Invite selected candidates for an interview	<input type="checkbox"/>
3.	Select an interviewing panel with a pre-determined set of interview questions/themes and techniques	<input type="checkbox"/>
4.	<p>During interviews evaluate the following:</p> <ul style="list-style-type: none"> <li>a) Will the candidate fit your team?</li> <li>b) Are the candidate's skills/experience genuine?</li> <li>c) Is the interest, experience and enthusiasm palpable?</li> <li>d) Do they know about your company? (Have they done their homework about the interview?)</li> </ul>	<input type="checkbox"/>
5.	Discuss with your team and referees (if any) to arrive at a final decision	<input type="checkbox"/>

6.	Alert the chosen candidate and notify others on the outcome of the interview	<input type="checkbox"/>
7.	Await a written confirmation on the acceptance of job offer from the candidate.	<input type="checkbox"/>
8.	Gather the paperwork needed – mark-sheet verification, ID proof, PAN card, signed-contract	<input type="checkbox"/>

