

CANDIDATE HIRING

Checklist

AFOA.CA





OFFER DETAILS

| | | | |
|-----------------------------------|----------|---------------------|---------------------|
| Candidate Name | | Position Offered | |
| Date of Offer | | Proposed Start Date | |
| Perm/Temp | | Full-Time/Part-Time | |
| Salary Band | | Salary/Wage Rate | |
| Hiring Manager | | Reporting to | |
| Job Description included in offer | Yes No | Source of Candidate | Internal External |

OFFER ACCEPTANCE DETAILS

Offer Signed back (date) _____

Accommodation Requested: **Yes | No**

If Yes, please attach request and any supporting documentation to be considered. Discuss with Hiring Manager and/or HR.

OFFER FINALIZATION DETAILS

Fulfilment of applicable conditions (date) _____

Reference Checks date of completion _____

☐ Attached minimum two (2) professional reference checks

☐ Reference Checks are satisfactory (if not, consult with hiring manager)

Other Conditions _____

| Applicable <small>(check if yes)</small> | Condition Description | Date Fulfilled | Copy included here in <small>(check if yes)</small> | Notes |
|---|--|----------------|--|--------------------------|
| <input checked="" type="checkbox"/> | Ex. Driver's license abstract, Class G | 2024-05-1 | <input checked="" type="checkbox"/> | Speeding, 2015, accepted |
| <input checked="" type="checkbox"/> | Ex. Educational Qualifications | 2024-04-29 | <input checked="" type="checkbox"/> | Diploma, BA. Civil Eng. |
| <input type="checkbox"/> | | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | |



OFFER CONFIRMATION DETAILS

- ☐ Confirmed finalization with candidate (date) via phone:
- ☐ Provided welcome email including:
 - Expectations for first day/week (ie. tour, policy review, team lunch, online training)
 - Info for online self-service portals (intranet, HRIS, benefit registration, etc)
 - Where/When/To whom to report (work address) on first day
 - Regular working schedule if different from first day
 - What to bring/wear
 - Parking details



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