# Checklist – Recruiting and choosing a worker

The [NDIS Workforce Capability Framework website](https://workforcecapability.ndiscommission.gov.au/) has a detailed guide on [recruitment](https://workforcecapability.ndiscommission.gov.au/tools-and-resources/recruitment-resources) for participants who are finding workers. You can [view a tutorial](https://www.youtube.com/watch?v=AWcj9vSyORM) on how use to the guide.

This checklist goes through the key points to remember when hiring workers.

Recruitment checklist:
Plan ahead
Describe the job
Choose assessment method
Advertise the job
Shortlist and screen
Interview and assess
Make an offer
Welcome your new worker

## Plan ahead

* Do you need someone to help with choosing and interviewing workers?
* Put key dates in your diary and make sure anyone helping you is available. Key dates include:
  + When to advertise, and receive applications by – the closing date
  + When you plan to do interviews
  + When you want workers to start.
* Think about how will choose workers. Will you interview and do an activity?
* Think about where you might interview workers. Is there a public space you can use?

## Describe the job and capabilities

* Do you have a description of the work you need the worker to do?
* A position description lists the tasks of the job as well as skills needed, requirements like worker screening and the expected pay.
* A position description can be created by going to the [Position Description Tool](https://workforcecapability.ndiscommission.gov.au/tools-and-resources/position-description-builder).
* **Tip**: Go to the [Pay and Conditions tool](https://calculate.fairwork.gov.au/) from Fair Work Ombudsman for assistance to calculate the pay and conditions when filling out the Position Description Tool.

## Choose the right assessment method

* Decide on the way you will assess if a worker is going to be right for you.
  + Will you have an activity planned? For example they could follow instructions to draw a picture, do a role play to follow directions, or make a coffee.
  + Will you contact referees to check their previous work and attitude?
  + Will you do an interview one on one or as a group?
* Write your interview questions and activity. There are downloadable [example interview questions](https://workforcecapability.ndiscommission.gov.au/sites/default/files/2022-07/Participant%20-%20Example%20interview%20questions.pdf) and [tips for managing interviews and assessments](https://workforcecapability.ndiscommission.gov.au/sites/default/files/2022-07/Participant%20-%20Tips%20for%20managing%20interviews%20and%20assessments.pdf) that help you know what to consider when you interview.

## Advertise the job

* Use the [template](https://workforcecapability.ndiscommission.gov.au/sites/default/files/2022-07/Participant%20-%20Job%20advertisement%20template.docx) to write your job ad.
* Are the key requirements from your position description in the ad?
* Put your ad online, in a local paper, or on a local noticeboard.
* Send or give the ad to friends, family and workers to share.
* Keep track of when you post the ad and when you want to close applications.

## Shortlist and screen workers

* You do not need to see or interview everyone who applies for the job.
* Choose who you want to interview by using the downloadable [Shortlisting candidates scorecard](https://workforcecapability.ndiscommission.gov.au/sites/default/files/2022-07/Participant%20-%20Shortlisting%20candidates%20-%20Scorecard.docx).
* Shortlist workers based on what they put in their application, their experiences in their resume, and if that matches the skills and experience you are seeking.

## Interview and assess workers

* Invite shortlisted workers to an interview at a time that suits you.
* Set up the space you will use for interviews, with anyone who is helping with you.
* Interview the workers you shortlist using the prepared questions and any activities.
* Score the workers using the downloadable [Interview and practical test assessment scoring sheet](https://workforcecapability.ndiscommission.gov.au/sites/default/files/2022-07/Interview%20and%20practical%20test%20assessment%20scoring%20sheet.docx) to create your own interview assessment.
* It is a good idea to talk to referees of the workers you want to hire and check they have a [NDIS Worker Screening clearance](https://www.ndiscommission.gov.au/participants/self-managed-ndis-participants/worker-screening-information-self-managed-participants).

## Make an offer

* Make a written offer to the worker you choose using the downloadable [Letter of Offer template](https://workforcecapability.ndiscommission.gov.au/sites/default/files/2022-07/Participant%20-%20Letter%20of%20Offer%20template.docx).
* Get your offer accepted in writing.
* Tell people who did not get the role, using the [Unsuccessful letter template](https://workforcecapability.ndiscommission.gov.au/sites/default/files/2022-09/Participant-Unsuccessful%20letter%20template.docx).

## Welcome your new worker

* Meet and welcome your new worker to their role.
* For more information on what to do during your first few meetings with your new worker and setting expectations, visit the [welcome your new worker](https://workforcecapability.ndiscommission.gov.au/tools-and-resources/recruitment-resources/participant/welcome-your-new-worker) page.

**Congratulations on reaching the end of your recruitment process!**