



## Checklist – Recruiting and choosing a worker

The [NDIS Workforce Capability Framework website](#) has a detailed guide on [recruitment](#) for participants who are finding workers. You can [view a tutorial](#) on how use to the guide.

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

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

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## 1. 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?

## 2. 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](#).
- **Tip:** Go to the [Pay and Conditions tool](#) from Fair Work Ombudsman for assistance to calculate the pay and conditions when filling out the Position Description Tool.

## 3. 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](#) and [tips for managing interviews and assessments](#) that help you know what to consider when you interview.

## 4. Advertise the job

- Use the [template](#) to write your job ad.
- Are the key requirements from your position description in the ad?

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- 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.

## 5. 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](#).
- 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.

## 6. 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](#) 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](#).

## 7. Make an offer

- Make a written offer to the worker you choose using the downloadable [Letter of Offer template](#).
- Get your offer accepted in writing.
- Tell people who did not get the role, using the [Unsuccessful letter template](#).

## 8. 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](#) page.

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