





SELECT SUCCESSFUL CANDIDATE

- Consider pre-employment tests
- Consider pre-employment medical examination



OFFER THE JOB

- Verbally explain the terms of the offer
- Once the candidate confirms broad acceptance, generate the formal offer documents
- Advise applicant of right to independent advice and reasonable time to do so (specify timeframe)
- Ensure employee signs the agreement before starting work
- Retain copy of signed agreement (or copy of offer if not accepted).



ADVISE UNSUCCESSFUL CANDIDATES

- Generate unsuccessful candidate letter



PLAN INDUCTION FOR NEW EMPLOYEE

- Refer Induction section



END

