

Appendix O - New Employee Checklist	
<i>This Checklist should be used in conjunction with the Recruitment and Selection Policy and Appendix.</i>	Yes/No/Comment
Recruiting new staff	
Has the Parish read the Recruitment and Selection Policy?	
Has the Parish conducted a task analysis for the new or replacement position?	
Has agreement been sought from the Parish Finance Committee and Parish Council regarding the position?	
Has a detailed Position Description been developed for the role?	
Has the new position been advertised in a number of different places to attract a number of applicants? Parish Bulletin/Newsletter Parish Website Local newspaper	
Has an interview panel (2-3 people) been agreed for the interviews?	
Has the parish shortlisted candidates suitable for the role?	
Has the panel prepared appropriate questions for the candidates and decided who will lead the interview and who will ask questions?	
Have shortlisted candidates been invited to an interview?	
Has the parish prepared referee questionnaire and contacted the referees of the potential candidates and asked questions relating to their competency and integrity?	
Is there any requirement for any further screening or testing of candidates?	
Has the Parish advised the successful and unsuccessful candidates?	
Has the Diocesan approved letter of employment and Conditions of Employment been provided?	
Has the Tax File Number Declaration (TFN) Form been completed?	
Has the nominated Superannuation Fund information/form been received/completed?	
Has the Employee Profile Form been completed?	
Does the employee require a Working With Children (WWC) card? If so, has the application form been completed and lodged by the new employee and the parish WWC Register updated.	
Does the Parish Risk Management Plan require a National Police Clearance for the new employee?	
Have copies of Employment Letter, Position Description, TFN, Super Fund and Employee Profile Form been sent to the Diocesan Payroll service?	
Induction	
Has the new employee been given an induction? Refer to Recruitment and Selection Policy Appendix.	
Has the new employee been provided with the Integrity in the Service of the Church booklet?	
Does the employee need to complete Safeguarding Training and if so, has this been arranged?	
Has a signed authority been sent to Diocesan Payroll Service confirming that the Integrity in the Service of the Church booklet has been given to the employee and any necessary safeguarding training been completed? Keep a copy for the parish records.	
Probationary Period	
Has the Parish followed the guidelines as set out in the Recruitment and Selection Policy Appendix in regard to the probationary period?	

Should you have any questions in relation to the process of employing new staff or have any concerns regarding current employees please contact John Ogilvie Financial Administrator on 9721 0504 or johnno@bunburycatholic.org.au .