



Hiring new medical team members can be daunting, especially if it's not something you do regularly. To help, we've developed a checklist of the main steps in the hiring process to keep you on track, find the right candidates, and welcome them into your team.

## **Step 1: Identify the Recruitment Need**

First, clarify the purpose of your hire and determine the type of role required. Consider whether you are filling an existing position or creating a new role and understand the reasons behind this need.

## **Step 2: Write a Job Description**

Communicate the purpose of the role clearly. Outline the typical responsibilities associated with the position, and define the skills and experience required to perform the job effectively. For guidance on creating a best-practice job description, refer to our [Hiring Guide](#).

## **Step 3: Develop a Recruitment Plan**

Create a simple, written strategy for hiring for the job. Decide whether the role will be advertised internally, externally, or both. Plan the number and style of interviews and determine how you will conduct reference checks. Outline the mandatory information needed from candidates, such as medical licences or certifications.

## **Step 4: Advertise the Role**

Consider accepting applications from existing staff first to allow for career progression. Advertise the position to candidates outside your organisation on job boards like [AusDoc.MedicalJobs](#). Include screening questions in the job advertisement to quickly assess whether candidates meet the role requirements.

## **Step 5: Review Candidate Applications**

Use the job description and screening questions to evaluate applications. Look for the required skills and experience that match the role.

## **Step 6: Shortlist Candidates**

Create a shortlist of candidates based on your reviews of their applications.

## **Step 7: Conduct Initial Phone Interviews**

Conduct phone interviews to refine your shortlist. Ask candidates about their understanding of the role and their relevant experience.

### **Step 8: Conduct Interviews**

Assess if the candidate meets the role requirements through face-to-face, phone, or video call interviews. Involve another person from your organisation for additional support and expertise.

### **Step 9: Review Interviewed Candidates**

Review each interview immediately after it occurs to determine if the candidate is a good fit for the role. Consider if any additional information is needed to make a decision.

### **Step 10: Conduct Background or Reference Checks**

Obtain reference checks from previous employers regarding their experiences with the candidates. Verify any required security checks, medical licences, and certifications.

### **Step 11: Decide on the Successful Candidate**

Identify the standout candidate who possesses the skills and experience required and is a good fit for your organisation. Involve other decision-makers if necessary.

### **Step 12: Offer the Role**

Put the job offer and contract into writing. Phone the successful candidate to offer the role and discuss any negotiations around salary or working conditions.

### **Step 13: Onboard Your New Team Member**

Inform your team about the new member, their role, and their start date. Organise any necessary equipment so they are ready to start. Prepare for remote onboarding if required.

### **Step 14: Respond to Unsuccessful Candidates**

Inform unsuccessful candidates, especially those who attended interviews, about the outcome of their application. Provide feedback if possible and thank them for their interest.