

# STAFF RECRUITMENT

---

This checklist may be used in the recruitment process. The Licensee-in-charge may add additional material to the checklist to suit their own business practice.

- Ensure staff recruitment guidelines are given to the person recruiting/recruitment agency.

**Staff file contains the following documents:**

- Recruitment questions for candidates – OFT – signed.
- Ensure candidate is not a disqualified person.
- Current agent's licence sighted and copied for file.
- Current certificate of registration sighted and copied for file.
- Ensure licence/certificate transferred to new firm.
- Proof of ID:
  - drivers' licence;
  - passport;
  - proof of date of birth; or
  - proof of address.
- Licence/certificate check with OFT ([www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au))
- Copy of OFT printout, if any. If none, state why (e.g. currently studying for certificate of registration)
- If studying, write to OFT to have licence/certificate sent to office.
- Compulsory Professional Development – number of CPD points.
- Copy of job advertisement.
- Copy of job description, specification and statement of duties.
- Copy of references, or file notes regarding reference checks.
- Copy of remuneration package, contract of employment, allowances, commission, review procedure, etc.
- Copy of interview questions, tests, etc.
- Letter of appointment.