

# Finding Great People Checklist

Do you have a...

1	Recruitment Policy	<input type="checkbox"/>
2	Job Description	<input type="checkbox"/>
3	Person Specification	<input type="checkbox"/>
4	Advert Design Template	<input type="checkbox"/>
5	Application Form	<input type="checkbox"/>

Having these policies and procedures in place will provide a great framework for running your business successfully. They will also ensure you are complying with employment law and following them will ensure a fair process.

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