

Managing Applicants Checklist

Do you have a...

1	Letter to inform at each stage of the process	<input type="checkbox"/>
2	Candidate Screening Form	<input type="checkbox"/>
3	Criteria to screen for	<input type="checkbox"/>
4	Plan for the interview process	<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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