

## LEAP Recruitment and Onboarding Checklist

Candidate Name			
Contact Details	Email:		Phone:
Position Applied For			
Date Application Received			
Source of Application	Direct <input type="checkbox"/> Agency <input type="checkbox"/>		
Date Interview Scheduled			
Hired	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Feedback Sent <input type="checkbox"/>

### Prior to Interview

CV Details			
CV Structured	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Spelling Correct	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Gaps Explained	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Skillset Matches 80%	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Eligibility to Work in YOUR Country:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Social Media Check:	Facebook <input type="checkbox"/>	LinkedIn <input type="checkbox"/>	Twitter <input type="checkbox"/> Instagram <input type="checkbox"/>

### Onboarding Checklist

Job Offer Sent		Date	
Job Offer Accepted		Date	
Start Date Agreed			

### First Day at work

Banking Details Received			
Welcome Pack Ready			
Introduction to Colleagues Schedule Ready			
IT Access Ready			
Work Laptop Ready			
Work Phone Ready			
Work Email Ready			
Employee Handbook Handed Over			
Training Scheduled	What		When

### People first information:

Family/Next of Kin	
Hobby	
Sports	
Other Interests	

### Additional Comments

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