

The Permanent Hiring Checklist

For coordinator, specialist, supervisor and manager roles across Property, Building Services, Construction and Operations. Work through it before you advertise, while you interview and when you make an offer.

01 Before you advertise — define the role

- ☐ Write down what fills most of the day, and what the role is not responsible for.
- ☐ Agree what good looks like after the first month, the first three months and the first year.
- ☐ Confirm who the person reports to, who they support and who they work with every day.
- ☐ List the systems, licences, certifications or tickets the role genuinely requires.
- ☐ Separate the essentials from the nice-to-haves, and keep the essentials list short.

02 Get the offer right before you start

- ☐ Set a realistic salary range and confirm super, allowances, vehicle and any bonus arrangements.
- ☐ Be clear about hours, shifts, on-call, after-hours meetings or site requirements.
- ☐ Confirm the location, travel and any flexibility you can offer.
- ☐ Know who approves the offer and how quickly, so a good candidate isn't left waiting.

03 Attract the right applicants

- ☐ Write an advertisement that describes the actual work, the team and the salary range.
- ☐ Decide where to look: advertising, people already registered or known to you, and selective direct approaches.
- ☐ Acknowledge every applicant promptly and keep shortlisted candidates informed.

Interviews, offer and the first 90 days

04 Screen and interview consistently

- ☐ Agree the interview stages and who is involved before you begin. Two stages is often enough.
- ☐ Ask for specific examples: a busy day, a difficult client or colleague, a problem they solved.
- ☐ Use a short, relevant practical task only where it genuinely helps you decide.
- ☐ Score every candidate against the same essentials, straight after each interview.
- ☐ Explore motivation and practicalities: why they would move, notice period and salary expectations.

05 References, checks and the offer

- ☐ Speak with referees who have directly managed the candidate in a similar role.
- ☐ Complete role-specific checks, such as licences and right to work, and any other checks that are required and lawful.
- ☐ Make a clear verbal offer, followed promptly by the written employment contract.
- ☐ Stay in touch between acceptance and the start date.

06 The first 90 days

- ☐ Plan the first week: introductions, system access, equipment and a clear first priority.
- ☐ Check in at 30, 60 and 90 days against the success measures you agreed at the start.
- ☐ Ask the new starter what would have made their onboarding better, and act on it.

Want help with a permanent hire?

Request a recruitment call at oneuppartners.com.au/employers or email tyrone@oneuppartners.com.au.