

## ***Employment Practices Hiring Checklist***

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- Is vacant position necessary?**
- What are specific skills required by position?**
- What are specific results required from position?**
- Are any existing employees qualified/qualifiable for position?**
- What existing/new sources are there to recruit qualified applicants for position?**
- Has applicant completed and signed a “smart” application?**
- Does applicant have any unexplained gaps in their employment record?**
- Have applicant’s employer/personal references been checked?**
- Did applicant have credible reasons for leaving prior employer?**
- Has applicant passed tests required for position?**
- Does prior employment demonstrate applicant has skills required by available position?**
- Does prior employment demonstrate applicant has produced results required by available position?**
- Can applicant perform essential functions of available position with or without reasonable accommodation?**

*Provided by:*

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