



# Candidate Onboarding Checklist

## Are you hiring new recruits to join your team?

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This candidate onboarding checklist is a comprehensive guide that outlines the necessary questions required to successfully implement the best onboarding software that meets the needs of your team and your candidates!

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If you've found this checklist helpful, share with your colleagues or tag us on social @recrutive

## Essential Onboarding:

- Do you need to send Offer Letters electronically to candidates?
- Do you require different Contracts for candidates to be received electronically?
- Do you require your candidates to Sign Contracts?
- Do you require a New Starter form?
- Do you need an Onboarding Checklist for your team?
- Do you require DBS checks?
- Do you need to add additional forms example Benefits, IT declarations to be sent to candidates?
- Do you require an export for your HR/Payroll team with candidate starter information?

## Reference Request:

- Do you require electronic reference requesting?
- Do you require a certain amount of employment history?
- Do you require reference completion reminders to be sent automatically?



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## Our Top Onboarding Software Features:

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- Onboarding Checklist Creator
- Reference Request Creator
- Employee Contract Generation
- Advanced Onboarding such as group documents, etc.
- Automatic Email Notifications
- Progress Reporting
- Employers New Starter Forms
- Offer Documents By Hiring Managers
- Candidate Progress Tracking
- Communication

## Additional:

- Do you require a careers page or careers site?
- Do you require any Third-Party Integrations DBS checking, Vetting, HR system?
- Do you use SMS to send reminders to candidates?
- Do you require customised email templates?

## Notes: