

Hiring and Training Staff Checklist

The following is a checklist of tasks that may be considered when hiring and training staff for a new nonprofit organization.

Task	Complete	Not Complete	Date	Notes
Recruitment				
Develop job descriptions for all positions				
Determine staffing levels needed				
Develop a human resources/staffing plan				
Develop organizational structure				
Develop a recruitment process				
Develop interview and selection process				
Complete criminal record checks, vulnerable sector check, and other checks as required				
Hire staff				
Employment Terms				
Determine hours of work and schedules				
Develop compensation and benefits strategy				
Orientation and Onboarding				
Develop orientation and onboarding process				
Develop training strategy				
Human Resources Management				
Develop HR policies and procedures				
Develop performance management system				
Develop disciplinary policies and procedures				
Develop retention strategy				