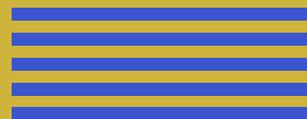


Recruitment and Onboarding Toolkit

~ An overview of what you should have in place



We specialise in supporting small businesses with practical and strategic HR solutions. Our toolkits are designed to keep you compliant, and build a people-first culture.



Without accurate Job Descriptions and Adverts, you risk breaching employment law – and missing out on the right candidates.



Without a structured, legally compliant Interview Question Guide, you risk unfair hiring practices and missing key candidate insights.



With a thorough onboarding checklist, you avoid the risk of legal oversights, poor first impressions, and slower employee productivity.



Contracts and offer letters clarify expectations and legal rights for both parties.



Branded Induction Slides are crucial for a strong first impression, reinforcing company values, and ensuring consistent onboarding.



Including a Virtual Recruiter and Screening Questions avoids risk wasting time on unqualified candidates, or making poor hiring decisions.



Without clear direction for Advertising Roles and using Job Boards effectively, you risk poor visibility and missing out on candidates.



Recruitment Training for Hiring Managers ensures fair, consistent hiring practices, compliance, and hiring decisions aligned with your business goals.

HR Toolkits

What should you have in place?

RECRUITMENT & ONBOARDING TOOLS	START UP	SCALE UPS	EVOLVING	EXTRAS
JOB DESCRIPTION TEMPLATES	✓	✓	✓	
JOB ADVERT TEMPLATES	✓	✓	✓	
INTERVIEW QUESTION GUIDE	✓	✓	✓	
ONBOARDING CHECKLIST	✓	✓	✓	
CONTRACTS OF EMPLOYMENT	✓	✓	✓	
INDUCTION SLIDES (BRANDED)		✓	✓	
VIRTUAL RECRUITER				✓
SCREENING QUESTIONS				✓
ADVERTISEMENT OF THE ROLE AND USE OF JOB BOARD LICENSES				✓
RECRUITMENT TRAINING FOR HIRING MANAGERS				✓

Speak with one of our HR experts

Ensure you have what you need in place to stay legally compliant and ensure best practice within your business.



connect@cogitohr.com