

Pre-recruitment checklist for hiring managers considering international candidates

This checklist outlines key points to consider when including international candidates in the recruitment process.

This is not an exhaustive list. Your organisation may have additional processes or policies you may need to consider for international recruitment, which can be added to this template as relevant.

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| ☐ | Confirm that your organisation is willing to offer the advertised role to international candidates. |
| ☐ | Check whether the occupation is on the skilled occupation list , as this will impact the applicant's visa options. |
| ☐ | Begin labour market testing . Keep records of job advertisements and publication dates. |
| ☐ | Prioritise international candidates who already live in Australia for advertised roles. |
| ☐ | Review visa processing times for temporary and permanent residency. |
| ☐ | Confirm whether visa sponsorship will be offered to candidates, and the type of visa sponsorship (e.g. temporary or permanent residency). |
| ☐ | Review and update the general information that will be provided to international candidates about the facility and workplace. This will ensure candidates are aware of the size, location and services offered. |

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| ☐ | For professions regulated by the National Registration and Accreditation Scheme, determine whether your organisation requires candidates to have registration before applying for roles, or if you are willing to provide conditional offers of employment before the candidate gains registration. |
| ☐ | Understand the link between registration and visa processing for skilled occupations where the assessing authority is also the registration body (e.g. for medical professions). Ensure registration assessments are submitted early, as delays can directly delay visa processing. |
| ☐ | Confirm any supervision requirements linked to professional registration and ensure suitable supervisors are available to meet these obligations. |
| ☐ | Confirm incentives and benefits offered to international candidates, if available. |
| ☐ | For international employees sourced through a third-party recruitment agency, confirm costs and seek approval from the relevant leader or team within your organisation. |
| ☐ | Obtain approval from the relevant leader to proceed with international recruitment. |
| ☐ | Confirm the main point of contact for the candidate throughout the recruitment process and until their arrival (e.g. the hiring manager). |

This checklist is based on the Hunter New England Local Health District's international recruitment resources and was refined in consultation with relevant stakeholders across Australian state and territory public health services.