



# Recruiting Readiness Checklist

Restaurant #: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

At least once a quarter, assess your restaurant's recruiting readiness and take actions as needed.

Questions	Yes	No
<b>Restaurant Condition</b>		
1. Is the exterior of the restaurant neat, clean, and in good repair?		
2. Is the interior lobby neat, clean and in good repair?		
3. Does this look like a place I would want my friends / family to work?		
<b>Team Appearance and Restaurant Culture</b>		
4. Are Team Members in neat, clean, and complete uniforms?		
5. Does management present a professional image?		
6. Are Team Members friendly toward each other as well as to customers?		
7. Do managers treat Team Members with respect?		
8. Do Team Members work as a team?		
9. Is Team Member recognition culture in place?		
<b>Recruiting Readiness</b>		
10. Is it obvious that the restaurant is hiring?		
11. Do all Team Members know we are hiring and what positions are open?		
12. Do all Team Members know what to do if someone asks about a job?		
13. Can the management team demonstrate how to use the system in place to track and organize applications?		
14. Are applications acted on within 48 hours?		
15. Does the management team have a process in place for interviewing candidates?		
16. Does the restaurant have current selection tools to use during candidate interviews?		

Use the table below to record action steps you will take for any question to which you responded "No".

Action Steps	Individual Responsible	Completion Date
1.		
2.		
3.		
4.		
5.		