



Candidate registration guide

How to save time on registering
and interviewing candidates



Introduction

What's included in this guide:

The purpose of this guide is to help you save time on registering and interviewing candidates by giving you a free checklist and a free onboarding solution.

Flare's candidate registration tool is already available as a free button within existing tools you already use:



If you use another Applicant Tracking System or payroll platform then chat to us and we will see how we can integrate.

Candidate registration guide

"Thanks to Flare, we have streamlined our candidates' experiences and cut down the onboarding process to a couple minutes per candidate."

Elise Moana - Australia Staffing Agency

WE'VE HELPED OVER

2k
customers

OUR CUSTOMERS GET

85%
greater efficiency

WE'VE BUILD OVER

20
integrations

Benefits of online candidate registration

1. Save time on manual tasks. For example, like going back and forth collecting bank, tax and other personal details from candidates. You can free up your time to focus on other things.

2. Ensure you're compliant with changes to employment legislation. Flare can help you seamlessly manage your compliance across new employees, HR, payroll, the ATO and banking systems — all in one centralised place.

3. Integrate your recruitment and payroll system. Flare's candidate registration system integrates with tools you are already using.

"Flare has helped us reduce errors, save time and automate our onboarding process. Now that all employee documentation is in the one place in Flare, we can easily view documents and ensure that we are compliant with VISA and labour laws."

Elise Moana - Australia Staffing Agency

Get a free demo

See the Flare platform and learn how teams are using Flare for a streamlined onboarding process.

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Get a free demo



Interview and onboarding checklist

Before a candidate comes in for an interview, collect your candidate's skills, qualifications and licences so that you can review them during the interview. This can help you qualify the candidate during the interview and help you save on time.

Personal details

- Full name
- Date of birth
- Bank account details
 - Verify bank details
- TFN Declaration
 - Verify through Flare or ATO
- Superannuation Choice Form
- Completed superannuation standard choice form to nominate fund
 - If no super fund is nominated, look up super fund through Flare or ATO website
- Provide Fair Work Information Statement and a copy of the Relevant Award
- Personal contact
- Emergency contact

Compliance

- On-hire agreements
- Policy sign off
- Pre-employment health declaration

Other common policies

provided:

- OH&S questionnaires
- Company policies and procedures
- Anti-discrimination and EEO policy
- Conflict of interest policy
- HR code of conduct
- Information and security policy
- WHS general policy
- Performance and misconduct policy
- Workplace bullying and harassment policy

Skills and qualifications:

- Certificates
- Licences/ tickets
- Police check
- Visa and work rights
- White Card
- Drivers licence
- Working at heights
- Other tickets



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