



Government
of Canada

Gouvernement
du Canada

Canada

THE 50 – 30 CHALLENGE

YOUR DIVERSITY ADVANTAGE



Sample Form: Hiring Checklist

To be used by HR or hiring manager to ensure final candidate has submitted all necessary supporting documents. This form is intended as a sample only. You may choose to use, modify, or omit it according to your needs.

Application Requirement Checklist:

The applicant has submitted the following materials by the date of: Click or tap to enter a date.
(check all that apply)

[Modify as needed for your organizational needs]

| Material | Check | Comments |
|---|--------------------------|----------|
| Cover letter | <input type="checkbox"/> | |
| CV/resume | <input type="checkbox"/> | |
| Letters of recommendation/references | <input type="checkbox"/> | |
| Proof of COVID-19 vaccination | <input type="checkbox"/> | |
| Proof of education/university transcripts | <input type="checkbox"/> | |
| Background check | <input type="checkbox"/> | |
| Voluntary self-identification survey | <input type="checkbox"/> | |
| Other | <input type="checkbox"/> | |