

<b>Basic Hiring Checklist</b>		
1.	<b>Draft the relevant job description</b> and have a template application form for roles which are created or become vacant.	
2.	<b>Set up procedures</b> to evaluate the skills, expertise and suitability of applicants for posts in the practice. This should include whether the applicant fulfils all or some of the job description for the role.	
3.	The latter will form the basis for assessing the applicant's suitability for the post and thus feed both into the process of drawing up a short list and the interviews of the applicants.	
4.	<b>Obtain references</b> for candidates even if it is not always practicable to obtain them in advance of interviews. A quick telephone call will produce more useful information than the coded content of some written references.	
5.	Note that for appointment of legal assistants/ consultants, the steps below will apply.	
5 a.	To appoint/employ a legal assistant/consultant, you must <b>notify Bar Council</b> of the same	
5 b.	In the case of a consultant, Bar Council's prior approval is required before the Advocate & Solicitor so engaged may be listed as a consultant of the law practice. The qualifications to be a consultant are as stated in Rule 60, Legal Profession (Practice and Etiquette) Rules 1978.	
5 c.	The letter of notification should contain the following information: <ol style="list-style-type: none"> <li>1. The name of the legal assistant or consultant.</li> <li>2. The effective date of the employment/appointment.</li> <li>3. The branch at which the legal assistant or consultant is based, in the event the law practice has more than one branch office.</li> </ol>	
5 d.	The law practice that appoints or employs the legal assistant/consultant is <b>to inform the PII Scheme Insurance Broker</b> of such appointment to ensure that the name of such legal assistant/consultant is endorsed on the law practice's Mandatory Insurance Schedule.	