Vali HIRING

One connected system for South African manufacturers and the businesses around them

Hiring checklist 2027

Work through it for each job you fill. Tick each box as it is done and write the date.

Job title _____ Closing date _____ Start date _____

1 BEFORE YOU ADVERTISE

Plan the role

	done / date
☐ What the job is for, written down	_____
☐ A short list of must-haves, the rest nice-to-haves	_____
☐ Pay checked against the national minimum wage (R30.23 an hour from 1 March 2026)	_____

2 THE ADVERT

Say it plainly

	done / date
☐ The job title people search for	_____
☐ Must-haves and a closing date in the advert	_____
☐ What you will do with their information (POPIA s18)	_____

3 INTERVIEWS

Ask fair questions

	done / date
☐ The same work questions for everyone, answers written down	_____
☐ Nothing about age, pregnancy, family, religion or health unless the job truly needs it (EEA s6)	_____
☐ Medical or psychological tests only where the law allows (EEA s7, s8)	_____

4 APPLICATIONS

Look after their information

	done / date
☐ How long you keep applications decided, and kept to (POPIA s14)	_____
☐ Sensitive details only with a good reason, kept private (POPIA s26)	_____

5 BEFORE THE OFFER

Check

	done / date
☐ References, with the applicant's go-ahead	_____
☐ Written consent before any criminal record check	_____
☐ Original certificates seen and confirmed (NQF Act s32B)	_____

6 OFFER AND DAY ONE

Put it in writing

	done / date
☐ Written offer with a set, reasonable probation (Code of Good Practice: Dismissal, 2025)	_____
☐ Written particulars of employment on the first day (BCEA s29)	_____
☐ UIF details sent; PAYE registered if this is your first employee	_____
☐ Every interviewed applicant told the outcome	_____

Person hired _____ Decided by _____ Date _____

General information, not legal advice. Legal points checked against the Acts and official notices on 25 November 2026. EEA: Employment Equity Act. POPIA: Protection of Personal Information Act. NQF Act: National Qualifications Framework Act. BCEA: Basic Conditions of Employment Act.

Read the full guide: **vali.co.za/news/hiring-for-2027-checklist**

Vali runs hiring from advert to new employee: **vali.co.za/videos**