

Stage 1 - Pre-Recruitment

1. Confirm need of new hire with internal stakeholders
2. Confirm role, salary, hours, benefits, and job title
3. Confirm proposed 'realistic' start date
4. Type of Contract - temporary, perm, temp to perm
5. Are there any health and safety implications in the role?
6. Gain sign off for the position

Stage 2 - Recruitment Process

1. Compile relevant job description (download Appointments job description template)
2. Compile person specification (download Appointments person specification)
3. Agree candidate attraction methods, refer a friend, direct, recruitment agency
4. Write a legally compliant advert (attend Appointments webinar on How to write a legally compliant job advert)
5. Place role with recruitment agency
6. Decide application process - exactly how do applicants apply - CV, application form
7. Collect and review responses, consider a tracking system or set up a spreadsheet
8. Pre-screen applicants who have applied for the role
9. Plan a recruitment timetable, how many interviews, where they will take place, who will be at the interview
10. Before shortlisting applicants, check CVs to ensure applicants meet the mandatory requirements
11. Shortlist potential applicants

Stage 3 - Shortlist and Interview Stage

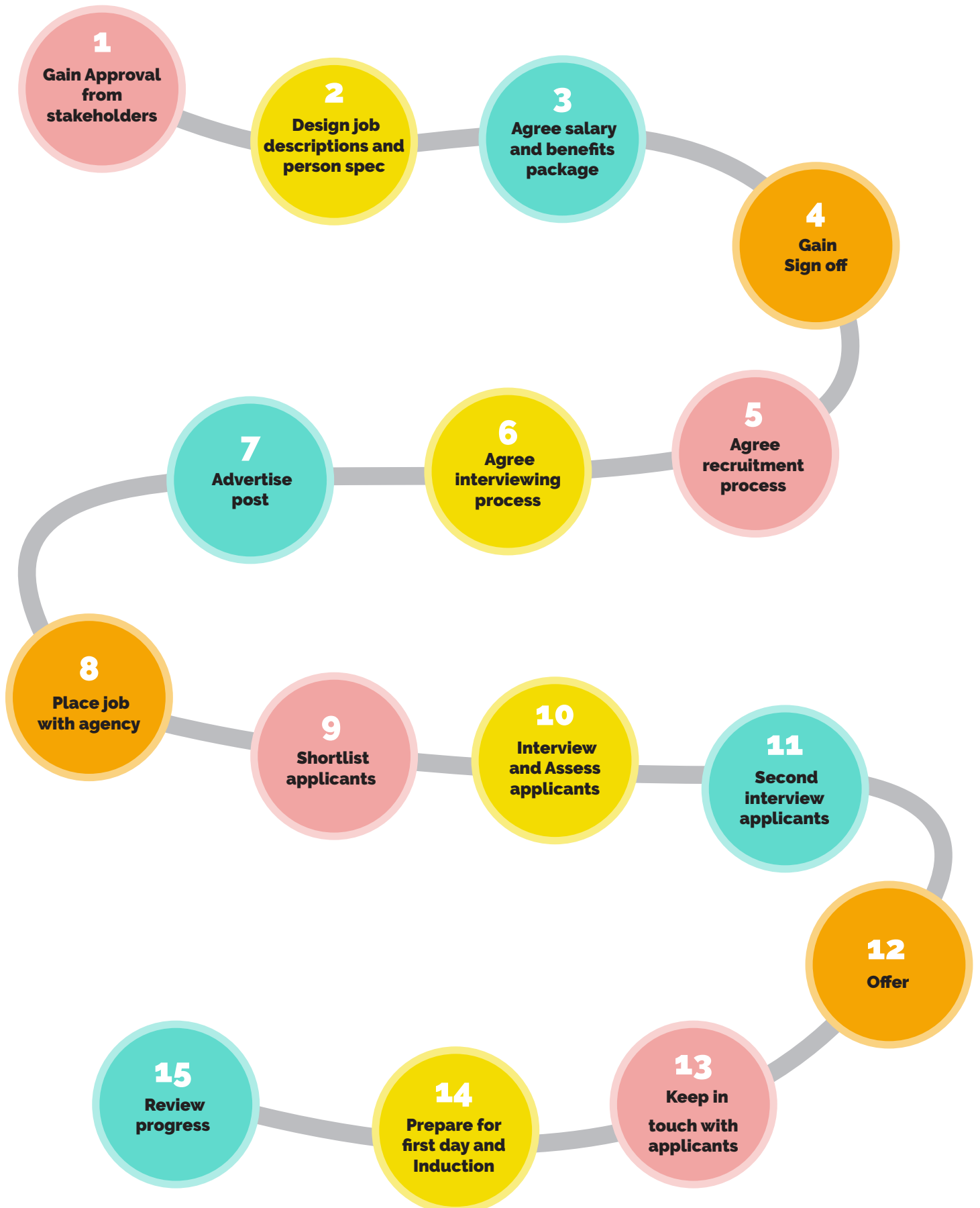
1. Confirm who will be holding the interview, is it video or face to face?
2. Send interview invites to potential applicants
3. Conduct interviews
4. Reject unsuitable applicants by phone, email or letter
5. Arrange second interview if applicable
6. Inform successful applicants
7. Inform unsuccessful applicants

Stage 4 - Offer

1. Make verbal offer
2. Once gained verbal agreement to offer of employment send offer letter (subject to references and checks)
3. Upon written acceptance, send contract
4. Complete background checks
5. Keep in contact with applicant between offer acceptance and start date
6. Check everything is in place prior to start date - Set up work area

Stage 5 - Post Recruitment

1. Prepare training plan with timescales
2. Prepare induction
3. Add review dates to calendar:
 - Day 1
 - 1 week
 - 4 weeks
 - 12 weeks
 - Probation review



Job title:

Criteria	Essential	Desirable
Relevant Experience		
Qualifications		
Skills and Competencies		
Attitude		