**Recruitment Checklist**

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| **Activity** | **Tick when complete** | **Notes** |
| **Before you recruit:** | | |
| Identify the role that is required – if an existing role is becoming vacant check if any changes are required. Consider:   * Full time / Part time * Permanent / Fixed Term * Type of Worker * Job role * Cost of the role |  |  |
| Draw up the job description and person specification   * Ensure there is a designated line manager |  |  |
| Decide the appropriate terms and conditions for the role   * Consider market salary |  |  |
| Obtain permission to recruit   * Ensure appropriate finances are in place |  |  |
| Draw up the Job advert and any accompanying paperwork e.g. application pack |  |  |
| Have an application form ready  (If gathering data through an equal opportunity monitoring form, this information should not be used as part of shortlisting) |  |  |
| Consider where to advertise & place advert |  |  |
| **During Recruitment:** | | |
| Determine interview process |  |  |
| Shortlist applications against person specification |  |  |
| Invite candidates to interview. Include details of:   * Date and time of the interview * Location of the interview * Interview Panel * Any tests/presentations that the candidate will need to carry out * Ask them to contact you if any adjustments to the interview process are required |  |  |
| Carry out interviews: ask robust questions and probe answers relating to the person specification   * Take notes |  |  |
| Offer role conditionally to preferred candidate |  |  |
| Notify unsuccessful candidates |  |  |
| Carry out pre-employment checks   * References * Proof of eligibility to work in the UK * Confidential Declaration Form * DBS check (if applicable) |  |  |
| **Post recruitment:** | | |
| Issuing an employment contract |  |  |
| Appropriate workspace |  |  |
| Put together an induction |  |  |
| Keep all recruitment paperwork for at least 6 months, after that the paperwork should be shredded other than the documentation for the appointed candidate |  |  |