

## Recruitment Process

Stage	Recruitment Activity
1	<b>Define the Job and identify timescales for recruitment</b>
2	<b>Develop Job Description and Person Specification</b> - your recruitment criteria. This will lead you to your job advertising
3	<b>Sources of Recruitment</b> <ul style="list-style-type: none"> <li>• Internal – (notice boards, intranet, refer a friend)</li> <li>• External – (job board websites, agencies, head hunting)</li> </ul>
4	<b>Determine interview structure;</b> <ul style="list-style-type: none"> <li>• Telephone</li> <li>• Face to face</li> <li>• Competency based</li> <li>• Activity based</li> <li>• Psychometric testing</li> <li>• Personality profiling</li> <li>• Assessment Centre</li> </ul>
5	<b>Short-listing Candidates for Interview;</b> <ul style="list-style-type: none"> <li>• Track and log CVs</li> <li>• Response handling</li> <li>• Data protection</li> <li>• Interview timetable</li> </ul>
6	<b>Holding interviews</b>
7	<b>Making the offer;</b> <ul style="list-style-type: none"> <li>• Verbal offer</li> <li>• Formal offer</li> <li>• Reject all other candidates</li> <li>• Provide feedback to candidates</li> <li>• References</li> <li>• Right to work in the UK</li> </ul>
8	<b>Induction</b> <ul style="list-style-type: none"> <li>• Design induction process</li> <li>• Structured induction timetable</li> <li>• Manage probationary review</li> </ul>