ACTIONS FROM THE RECRUITMENT REVIEW

SUMMARY FOR CMT & HRC

	Action	Completion Date
1.0	**Recruitment pages on the intranet**	
1.1	Update the recruitment pages on the intranet so that all information including forms and guidance on recruitment can be found in one place and remove out of date documents.	Nov 2015
2.0	**Recruitment documentation (e.g. forms, letters etc.)**	
2.1	Review the job description and person specification template to ensure it reflects best practice and add in the Council's core values and behaviours.	Oct 2015
2.2	Update the request to recruit forms to ensure that all required information can be captured and the appropriate approval is obtained	Oct 2015
2.3	Update the advert template to ensure that adverts look professional and attractive to candidates	Oct 2015
2.4	Update the external application form to ensure that it is as easy as possible for candidates to complete and submit	Oct 2015

	Action	Completion Date
2.5	Update the Equalities Monitoring Form to ensure that the categories are aligned with Census data	Nov 2015
2.6	To review the shortlisting grid to ensure it is fit for purpose and easy to use.	Nov 2015
2.7	Develop a bank of example quality interview questions to assist recruiting managers in the process.	Nov 2015
2.8	Develop a set of frequently asked questions (FAQs) for recruiting managers to provide clarity on the recruitment process	Nov 2015
3.0	**Training**	
3.1	Arrange training on the job evaluation process for senior managers, to enable them to support their managers with writing good quality job descriptions and person specifications;	Completed
3.2	Arrange training for recruiting managers on supporting candidates with disabilities.	2015/16
3.3	Recruitment training for recruiting managers	2015/16

		Action	Completion Date
4.0	**Link to HR and Payroll System**		
4.1	Ensure the new HR & Payroll System has an effective and flexible recruitment function that meets the Council's requirements		2015/16
4.2	Develop the online recruitment process		2016/17
5.0	**Social media**		
5.1	Explore the use of social media as an additional candidate attraction method		Oct 2015
6.0	**East Herts Council website**		
6.1	Update the Council's jobs and careers page on its website to promote the Council as a great place to work and to ensure that the process for applying for roles is as simple and effective as possible.		2015/16
7.0	**Recruitment Policy**		

	Action	Completion Date
7.1	Update the recruitment policy to ensure that it is fit for purpose and reflects the changes identified in the review	2015/16
8.0	**Equalities and Diversity**	
8.1	Complete the Equalities and Diversity annual report 2014/15 and implement recommendations	2015/16