

Essential Reference Paper C

Recruitment Procedure on the Intranet

Recruitment

The recruitment policy is currently under review.

For step by step guidance on the recruitment process, including guidance on advertising, shortlisting and interviewing, please see the [recruitment procedure](#).

Advice from HR can be sought at any stage of the recruitment process.

You can view current [internal](#) and [external](#) job opportunities in the council here.

Recruitment Procedure

This page provides a summary of the council's recruitment process. Managers can click on each stage below for further information.

There are 6 main stages in the recruitment procedure:

[Stage 1 – Reviewing](#)

[Stage 2 – Approval](#)

[Stage 3 – Advertising](#)

[Stage 4 – Shortlisting](#)

[Stage 5 – Interviewing](#)

[Stage 6 – Making a conditional offer](#)

Stage 1 – Reviewing

Before recruiting, managers should consider whether the job has changed and, if it has, they should update the current job description and person specification.

Where there are *significant* changes to the job description and person specification, a [job evaluation process](#) may be required and managers should contact their HR Officer.

For brand new posts, recruiting managers will need to write a [job description and person specification](#) and submit it for [job evaluation](#).

Stage 2 – Approval

Before recruiting to any post, recruiting managers need to seek the appropriate approval using the [recruitment request form](#).

If the vacancy is for the same job and does not increase the service's budget or headcount, the recruiting manager should complete the first page of the [recruitment request form](#) and obtain a signature from the Head of Service.

If the vacancy requires additional funding and/or increases the service headcount, recruiting managers should discuss how the post will be funded with the finance team and then complete both pages of the [recruitment request form](#) before seeking Head of Service approval. The Head of Service will then take the request to the next leadership team meeting for final approval.

The above approval processes may be adjusted on a temporary basis where appropriate.

In cases of a service restructure, requests to recruit should be 'packaged up' so that the leadership team can see the overall picture of a restructure rather than a piecemeal approach.

Completed recruitment request forms should be sent to Human Resources giving 2 clear working days before you wish to advertise along with a draft advert (see stage 3).

Stage 3 – Advertising

Writing job adverts

Recruiting managers are responsible for writing job adverts. An [example job advert](#) can be found here. [Pay scales](#) can be found on the intranet.

The advert should be emailed with the recruitment request form (see Stage 2) and, if applicable, the revised job description and person specification to the HR administration team. HR will review and provide advice on the advert and inform recruiting managers when the advert is 'live'.

Deciding where to advertise

The council encourages jobs to be advertised internally first to encourage employee development. Where the recruiting manager believes that the skills needed may not be found within the council, jobs can be advertised internally and externally at the same time.

Jobs are generally advertised for 2 weeks however this can be varied as appropriate.

Where recruiting managers wish to advertise externally, they should contact their HR Officer.

Advertising deadlines

For posts being advertised in external publications (e.g. Jobsgopublic, Reed, The MJ), please ensure that adverts are sent to HR with 2 clear working days' notice so that they can quality-check the advert and provide advice on the most appropriate place to advertise. It will also ensure that any external advertising deadlines set by the provider can be met.

For example, for posts to be advertised on Monday, all paperwork should be sent to HR by noon on the previous Wednesday.

Stage 4 - Shortlisting

Once the advert has closed, HR will email the application forms to the recruiting manager.

The recruiting manager should arrange a panel to shortlist (and subsequently interview) applicants. At least one member of the panel should have had recruitment training in the council's recruitment procedures and every effort should be made to ensure that panels are balanced.

The panel should collectively complete the [shortlisting grid](#) with their agreed scores.

The applicants with the highest scores should be invited to an interview. Please see here for an [example invite to interview](#). Recruiting managers must ask applicants if they need any reasonable adjustments at the interview and ask them to bring proof of their right to work in the UK.

Recruiting managers should contact unsuccessful *internal* applicants. For external applicants we say on our website that if they haven't heard within 2 weeks of the closing date they should assume that they have been unsuccessful.

Stage 5 – Interviewing

Recruiting managers are responsible for writing interview questions. HR are available for support and can send you examples of questions used in other interviews.

Each panel member should take notes during the interview using the [interview assessment sheet](#).

The panel should collectively agree the scores for each applicant and record them on the panel chair's interview assessment form. The chair can also use the last section of the form to summarise the applicant's overall performance to use for feedback purposes.

Recruiting managers can use other assessment methods as part of the selection process (e.g. tests, presentations). Before the interview, it is important for managers to determine the weighting that other assessment methods will place on the overall decision to appoint.

Recruiting managers should ensure that they see applicants' right to work in the UK documentation (e.g. passport) at the interview.

Recruiting managers are responsible for informing successful/unsuccessful applicants and providing feedback on the outcome of the interviews. Please see here for [example unsuccessful at interview wording](#).

Stage 6 - Making a conditional offer

Recruiting managers should contact the successful applicant to make them a conditional offer of employment. At this stage the manager should discuss a starting salary with the applicant.

Recruiting managers should then complete a [statement of employee particulars form](#) and send it to HR.

HR will email a conditional offer letter and a contract detailing the terms and conditions of employment to the applicant. HR will obtain pre-employment checks (references and medical clearance)

Once the pre-employment checks are received, HR will contact the recruiting manager to approve them. Once approved, the recruiting manager should contact the applicant to agree a start date and inform HR.

If a Disclosure and Barring Service (DBS) check is required, this can be arranged as soon as the applicant starts. The offer of employment will remain conditional on the outcome of the DBS check.

Recruiting managers should send all recruitment paperwork (i.e. shortlisting and interview documents) to HR.