Recruitment checklist for managers

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| Step | Task | Date completed |
| 1 | **Consider if the vacant hours need filling.** |  |
| 2 | **Consider if the duties have changed and need filling on the same basis as the previous/ substantive post holder.** |  |
| 3 | **Review job profile.** Ensure profile is up to date and correct and matches the job outline and employee specification. |  |
| 4 | **Check how your vacancy compares within your industry sector.** Consider if a market supplement would be necessary or if there are any skills gaps. |  |
| 5 | **Could the post be an apprenticeship?** If yes contact Marie Jenkins/ Anna Bennett |  |
| 6 | **Arrange a panel.** Where possible pre-book or arrange the interview date so you can include in the advert |  |
| 7 | **Review job outline** (JO) **and employee spec** (ES) **against the job profile.** |  |
| 8 | **Consider where to place your advert.** |  |
| 9 | **Send advertisement form, JO and ES to** [**recruitment.services@eastriding.gov.uk**](mailto:recruitment.services@eastriding.gov.uk) |  |
| 10 | The **closedown pack** containing applications will be emailed the day after the advert closing date. |  |
| 11 | **Short-list applications against the ES** |  |
| 12 | **Send interview details form to** [**recruitment.services@eastriding.gov.uk**](mailto:recruitment.services@eastriding.gov.uk) along with short-listing matrix |  |
| 13 | **Conduct interviews** |  |
| 14 | **Notify all candidates** of their outcome |  |
| 15 | **Send appointment form to recruitment.services@eastriding.gov.uk** |  |
| 16 | **Pre-employment checks. These are processed by Employment Services** |  |
| 17 | **Arrange a start date with the employee (only once all pre-employment checks have been completed)** |  |
| 16 | **Log IT call** via the service desk to request any network access including ESS. |  |
| 17 | **Request ID Badge** |  |