Vacancy arises

Write a business case for the new position
Draft a new job description.

Is this a new role?

Yes

Is the role still required?
Are any changes required?
Does the job description need revision?

No

Seek authority to recruit.

Decide and agree who is involved, closing date, date for shortlisting and interviews.
Write a job advert - design the advert.
Decide where to advertise - consider social media options, parish magazine, local noticeboards, eNews etc.

Place advert and schedule for the whole recruitment process. Share with people involved.

After closing date
Collate applications, put together a shortlist grid based on the job description criteria.

Shortlisting
Carry out shortlisting, decide who to interview and who is unsuccessful.

Invitation and rejection
Issue interview invites to candidate (usually allow seven days notice).
Issue rejections emails/letters to unsuccessful candidates.

Pre interview
Interview panel to agree any practical tests required and plan interview questions.

Panel Pack
Put together a pack including: application form/CV, interview questions, job description, exercise brief and schedule interview timings.
Interview takes place

Is there a suitable candidate to appoint?

Yes
If no, go to page three

Make a conditional offer subject to references, DBS, right to work check.

Send offer letter (within 48 hrs).

Candidate accepts the offer.

Unsuccessful candidates informed by email.

Apply for references and other checks.

Are the checks accepted?

Agree start date.

Set up equipment (e.g., phone, computer, etc).

Agree and implement induction programme.

After six months carry out probation check.
Interview takes place

There is no suitable candidate, offer is rejected or checks not satisfactory

- Is there another candidate? Make them a conditional offer and follow page 2.
- Re-advertise and go back to page 1.
- Consider alternative options (eg re-scope role, salary etc).

Re-advertise and go back to page 1.