**Recruitment Checklist**

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| **Activity** | **Tick when complete** | **Notes** |
| **Before you recruit:** |
| Identify the role that is required – if an existing role is becoming vacant check if any changes are required. Consider:* Full time / Part time
* Permanent / Fixed Term
* Type of Worker
* Job role
* Cost of the role
 |  |  |
| Draw up the job description and person specification* Ensure there is a designated line manager
 |  |  |
| Decide the appropriate terms and conditions for the role* Consider market salary
 |  |  |
| Obtain permission to recruit* Ensure appropriate finances are in place
 |  |  |
| Draw up the Job advert and any accompanying paperwork e.g. application pack |  |  |
| Have an application form ready(If gathering data through an equal opportunity monitoring form, this information should not be used as part of shortlisting) |  |  |
| Consider where to advertise & place advert |  |  |
| **During Recruitment:** |
| Determine interview process |  |  |
| Shortlist applications against person specification |  |  |
| Invite candidates to interview. Include details of:* Date and time of the interview
* Location of the interview
* Interview Panel
* Any tests/presentations that the candidate will need to carry out
* Ask them to contact you if any adjustments to the interview process are required
 |  |  |
| Carry out interviews: ask robust questions and probe answers relating to the person specification* Take notes
 |  |  |
| Offer role conditionally to preferred candidate |  |  |
| Notify unsuccessful candidates |  |  |
| Carry out pre-employment checks* References
* Proof of eligibility to work in the UK
* Confidential Declaration Form
* DBS check (if applicable)
 |  |  |
| **Post recruitment:** |
| Issuing an employment contract |  |  |
| Appropriate workspace |  |  |
| Put together an induction |  |  |
| Keep all recruitment paperwork for at least 6 months, after that the paperwork should be shredded other than the documentation for the appointed candidate |  |  |