

RECRUITMENT & SELECTION TOOLKIT

RECRUITMENT TIMELINE OVERVIEW

You can use this planning table to give you an indication of how long the whole process will take from start to finish and help you plan recruitment activities:

Advertising Date	Closing Date	Short-listing Date	Interview Date	Assessment Dates	Date Essential Employment checks required	Appointment Date

If you are the chair of the recruitment and selection panel the table below shows the key tasks and associated activities that you'll need to complete during the Recruitment & Selection Process. It shows where you'll find information within the toolkit to help you as well as giving an overview of who's involved in each task. You can enter your proposed deadline to complete each task in the first column; this will give you an idea of how long the process should take.

Task	Deadline Date	Activity	Section	Who's Involved
Place Advert for post		<ul style="list-style-type: none"> • Complete RS Recruit 1 – Authority To Recruit ; • Plan the interview arrangements & complete RS Recruit 7 Interview Details Form; • Confirm content of application pack; • Allocated someone to handle detailed enquiries about the post; • Forward all of above to Service HR Team for approval and forwarding to SSC. 	1 & 2	<ul style="list-style-type: none"> • Chair • Service HR Team • SSC Recruitment Team • Selection Panel

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Short-list Applicants		<ul style="list-style-type: none"> • Arrange for application packs to be copied and distributed to the selection panel; • Arrange short-list meeting; • Ensure selection panel read all appropriate information • Hold short-list meeting; • Complete short-listing details on RS Recruit 4 – Recruitment Analysis Form and e-mail to SSC. 	3	<ul style="list-style-type: none"> • Chair • Selection Panel • SSC Recruitment Team
Prepare for Interview / Assessment		<ul style="list-style-type: none"> • Confirm if interview assessment appropriate and arrange if required; • Ensure selection panel reads all relevant information on competency based interviewing; • Copy RS Recruit 5 – Interview Guide Templates and RS Recruit 6 – Overall Role Requirements & Assessment Form for use at interview. 	3	<ul style="list-style-type: none"> • Chair • Selection Panel
Conduct Interview Assessment / Interview Applicants		<ul style="list-style-type: none"> • If conducting additional interview assessment – confirm with Service HR team requirements and make all necessary arrangements; • Conduct competency based interviews, collect all relevant paper work and complete RS Recruit 5 – Interview Guide Template for each applicant; • Panel members refer to completed RS Recruit 5 – Interview Guide Templates and discuss applicants suitability to post – complete a RS Recruit 6 – Overall Role Requirements & Assessment Form for each applicant; • Consider results of assessment selection if appropriate; • Panel members agree consensus on ranking on applicants and confirm successful candidate(s); 	3	<ul style="list-style-type: none"> • Chair • Selection Panel • Service HR Team

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Communicate & Confirm Decision		<ul style="list-style-type: none"> • Contact successful applicant(s) by telephone to confirm outcome and make conditional offer of employment; • Complete remainder of RS Recruit 4 – Recruitment Analysis Form and forward to SSC Recruitment Team. 	3	<ul style="list-style-type: none"> • Chair • SSC Recruitment Team
Complete Employment Checks		<ul style="list-style-type: none"> • Ensure return and processing of all necessary employment checks; 	4	<ul style="list-style-type: none"> • Chair • Successful Applicant • Service HR Team • SSC Recruitment Team
Finalise Recruitment Process		<ul style="list-style-type: none"> • Destroy as confidential waste all copies of application forms and RS Recruit 5 – Interview Templates retaining only original copy of application forms and RS Recruit 6 – Overall Role Requirements & Assessment Form for each candidate; • Pass all information to Service HR Team. 	6	<ul style="list-style-type: none"> • Chair • Service HR Team