

RECRUITING MANAGER CHECKLIST

Write or review and update the job description. Find out more information on writing job descriptions here .	
Prepare and submit business case to the Financial Planning Committee for approval to appoint to role. Relevant form here .	
Create appropriate recruitment documents including Further Particulars and Advert	
Confirm with HR Recruitment Team where you would like the position to be advertised when moving to Internal/external stage	
Inform HR of shortlisting and selection committee (please note this will include your HR Adviser/Partner).	
Inform HR of Interview panel, Interview date and any specific requirements for the interview process	
Shortlist and provide feedback to redeployment candidates as appropriate	
Review applications from internal/external advertising	
Invite candidates to interview	
Agree questions with other selection committee panel members, ensuring all candidates are given the same experience – guidance on interview questions can be found here .	
Hold pre interview meeting with HR Adviser/Partner	
Take appropriate notes at the interview – guidance on note taking here	
Agree with panel the ranking of candidates following the interviews	
Inform HR of decision and complete the selection decision form . HR will then make the offer and send written offer and contract as well as ensure pre-employment checks are complete.	
Notify unsuccessful candidates and provide appropriate feedback as required	
Plan for your new employee starting work including induction schedule – more information here .	