



# Recruitment Process Checklist

## Stage 1 - Pre-Recruitment

- Obtain approval in order to recruit
- Identify the role within the organisation. Consider strategy, budget, salary, hours. Confirm Job Title and proposed start date.
- Plan the recruitment schedule, including timetable and selection techniques

## Stage 2 - Sourcing and Attracting

- Write the relevant Job Description & Person Specification.
- Write advert (set up schedule of dates to action responses)
- Place job with a recruitment agency if needed
- Plan selection criteria and techniques

## Stage 3 - Screening and shortlisting

- Collect applicant responses, consider using an applicant tracking system or set up spreadsheet to record applications
- Shortlist** potential candidates – against job requirements
- Communicate with shortlisted candidates – provide clear information

## Stage 4 - Interviewing Candidates

- Conduct telephone interviews
- Send interview invites to potential candidates (Include copy of the job description)
- Arrange interviews, presentations or other tests
- Conduct interview and selection process, consider video interviewing
- Arrange second interviews if needed

## Stage 5 - Offers and Reference Checking

- Inform unsuccessful applicants in writing
- Inform successful candidates verbally and in writing
- Request references
- Carry out checks
- Offer accepted
- Send offer letter (include subject to pre-employment checks)

## Stage 6 - Onboarding

- Prepare a training plan  
Include timescales
- Prepare a specific Induction  
Include timescales



*Kerry and Emma*

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If you have any questions,  
give us a call on **01782 338787**

**appointments.**  
Recruitment. It's in our DNA



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