



WHAT HAPPENS NEXT IN THE RECRUITMENT PROCESS

1 Application form received by Human Resources.

2 Closing date.

3 Application forms collated to make shortlisting packs by Human Resources.

4 Shortlisting packs are forwarded to the recruiting manager within 2 days.

5 Candidates shortlisted for interview are agreed within 5 working days.

6 All shortlisted candidates are invited to interview by letter. Candidates are notified of whether they will be expected to sit any tests or give a presentation. We aim to give all candidates 7 days notice of interview.

11 When clearances have been received, the recruiting manager confirms the start date and will answer any outstanding queries.

10 Human Resources will process references, medical and CRB check. The successful candidate should contact their referees to inform them that they will be receiving the written request and to urge them to respond quickly.

9 Successful candidates will be provisionally offered the post, in writing, subject to satisfactory references and CRB clearance. A CRB form will be sent at this stage for completion by the candidate. Terms and conditions of the post and start date will be discussed.

8 Interviews (including any skill assessments) take place and all candidates are informed of the outcome in writing as soon as possible.

7 Candidates who have not been shortlisted are NOT notified but may contact the recruiting manager for feedback.

12 Human Resources will formally offer the post and the employment contract will be sent to the candidate.

FIRST WEEK
Induction with new manager begins.

Candidates who have not been successful at interview are notified and may contact the recruiting manager for feedback.