

RECRUITMENT PROCEDURE

| ACTION | WHEN | WHO | COMPLETED (DATE) | COMMENT |
|---|------|-----|---------------------|---------|
| DECIDE DATES for starting job, closing date of applications, short listing and interviews | | | | |
| COMPILE job advertisement | | | | |
| ADVERTISE POST | | | | |
| SEND OUT application forms + job descriptions | | | | |
| SHORTLIST CANDIDATES | | | | |
| REMOVE all adverts | | | | |
| SEND invitation to interview + unsuccessful letters | | | | |
| INTERVIEW CANDIDATES | | | | |
| SEND letter offering post-subject to satisfactory CRB, references and probationary period | | | | |
| SEND letters to unsuccessful candidates | | | | |
| CHECK REFERENCES AND REQUEST CRB | | | | |
| INVITE successful candidate to visit prior to starting job | | | | |
| SEND letter to confirm / terminate appointment | | | | |
| CONFIRM satisfactory probation period in writing | | | | |