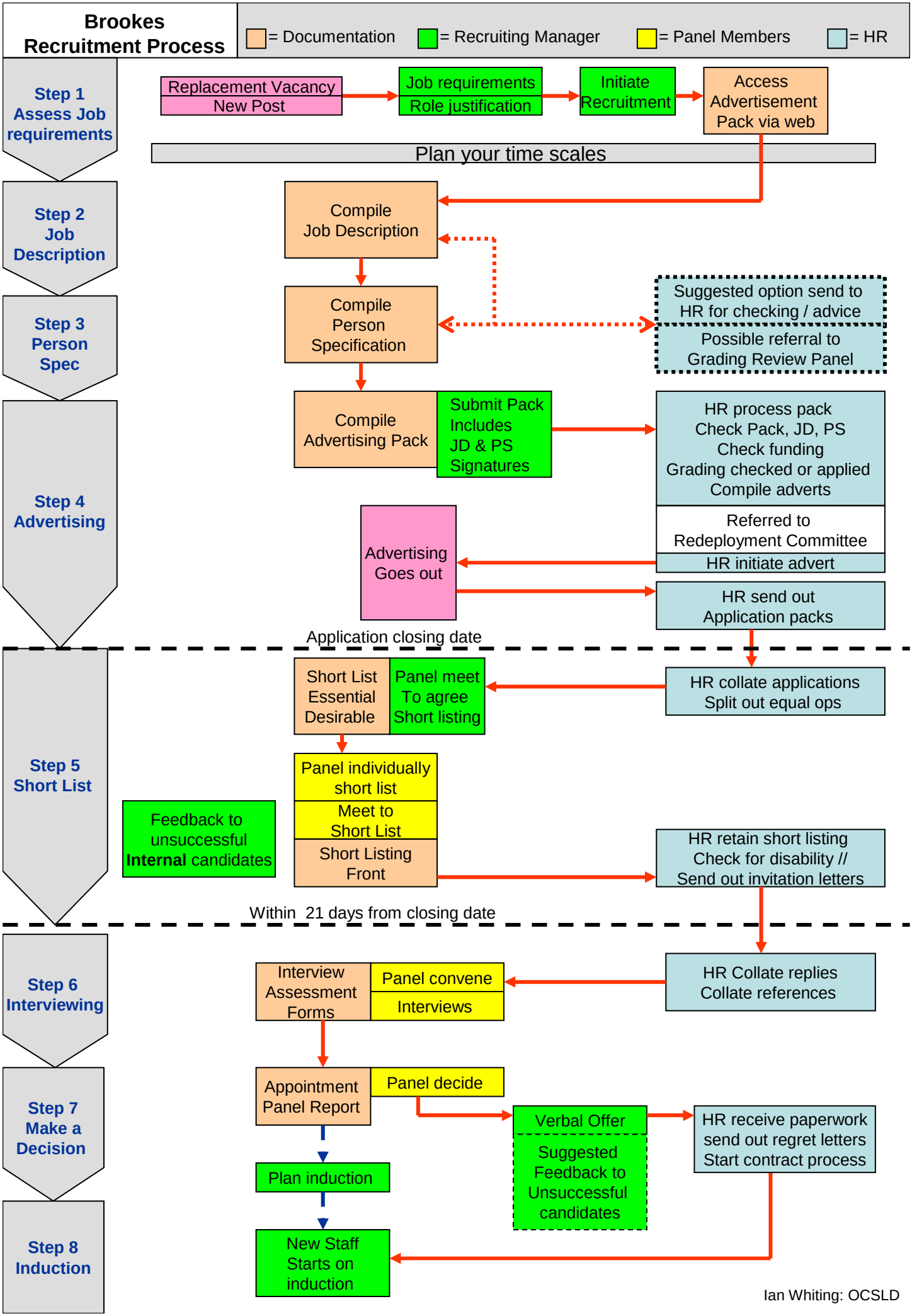
Brookes Recruitment Process
= Documentation
= Recruiting Manager
= Panel Members
= HR
Step 1 Assess Job requirements
Replacement Vacancy
New Post
Job requirements
Role justification
Initiate Recruitment
Access Advertisement Pack via web
Plan your time scales
Step 2 Job Description
Compile Job Description
Step 3 Person Spec
Compile Person Specification
Suggested option send to HR for checking / advice
Possible referral to Grading Review Panel
Step 4 Advertising
Compile Advertising Pack
Submit Pack Includes JD & PS Signatures
HR process pack
Check Pack, JD, PS
Check funding
Grading checked or applied
Compile adverts
Referred to Redeployment Committee
HR initiate advert
Advertising Goes out
HR send out Application packs
Application closing date
Step 5 Short List
Short List Essential Desirable
Panel meet To agree Short listing
HR collate applications
Split out equal ops
Panel individually short list
Meet to Short List
Short Listing Front
Feedback to unsuccessful Internal candidates
HR retain short listing
Check for disability //
Send out invitation letters
Within 21 days from closing date
Step 6 Interviewing
Interview Assessment Forms
Panel convene
Interviews
HR Collate replies
Collate references
Step 7 Make a Decision
Appointment Panel Report
Panel decide
Verbal Offer
Suggested Feedback to Unsuccessful candidates
HR receive paperwork
send out regret letters
Start contract process
Step 8 Induction
Plan induction
New Staff Starts on induction
Ian Whiting: OCSLD