

Recruitment Process

Action – Requirement to Recruit

Responsibility - Hiring Manager

- Once a recruitment need is identified, a VRF form (available on the HR page of the intranet) must be completed, and signed off by all required parties. This must then be sent to HR, along with a detailed Job Specification, to commence resourcing.
- All “replacement vacancy” VRF’s to be signed off by Hiring Manager and Head of Department.
- All “new vacancy” VRF’s to be signed off by Hiring Manager, Head of Department and Managing Director.



Action – Selection

Responsibility – HR and Hiring Manager

- Suitable CV’s will be sent by HR to the hiring manager
- **Hiring managers** needs to provide **detailed** feedback to HR on the CV’s and who they wish to interview within **48 hours**.
- Where appropriate (i.e. management roles) HR will complete a short telephone interview with those candidates that have been highlighted as meeting the required criteria. Feedback from this process will be submitted to the hiring manager, this will include recommendations for interview.
- **Hiring managers** must give HR suitable dates and times for face to face interviews; this must also include the location for interview. HR will arrange interviews, send confirmation and job descriptions to applicant and organise meeting rooms. HR will confirm to the Hiring Manager by way of an Outlook Calendar Invite.
- HR will inform unsuccessful candidates by telephone or in writing.



Action – Interviewing**Responsibility - HR and Hiring Manager**

- HR will ensure that the latest copy of the competency based interview form is made available to the hiring manager for all office based positions.
- Where a HR representative is not present at interview, the completed form along with additional notes must be submitted by the hiring manager within 24 hours of interviewing to HR.
- HR to obtain a fully completed application form and pass to hiring manager prior to interview.
- ID must be taken from all candidates during the interview process; this is the responsibility of the manager conducting the interview. Signed photocopies of ID must be returned to the HR team before any offers can be made. Acceptable forms of ID are:-
 - Valid UK or EU Passport
 - Valid Passport outside of the EU along with a valid working visa/residency permit
 - Full Birth Certificate along with proof of NI Number
- Hiring Managers to provide detailed feedback to HR of all successful/unsuccessful interviews within 48 hours.
- HR will provide feedback to unsuccessful candidates; however, this should be conducted by the interviewing manager for internal candidates.

**Action – Offer and Contract****Responsibility - HR**

- Once a successful candidate has been identified the hiring manager must **fully** complete a new starter form (Available on the HR page of the intranet) with all the required offer details on. An offer will then be made by HR; this process includes confirmation of start date and referencing.
- HR will request a written acceptance of offer from the successful candidate, which will be relayed back to the Hiring Manager, confirming the role is now filled.
- HR will inform IT and arrange any equipment needed.
- The successful employee will be inducted by a HR Representative on their first day of employment either at HR offices or on site, to be confirmed prior to start date.