This Form was created in Word using VF Creator.

Created: 12/01/2018 by the VF Creator team.

VF Creator turns documents created in Word into online forms.

You can view/edit eForm features, after installing the VF Creator add-in. A new VF Creator ribbon will be available which allows you to create/edit eForms.



Please visit [VictoriaForms.com](http://www.formpony.com/)/VF-Creator/ to start creating online forms in Word.

**Recruitment Checklist**

Name of vacancy 

Number of vacancies 

Planned start date 

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Plan
 | Task done by | Date | Notes |
| Identify staff needed: Where, why and plan for the future |  |  |  |
| 1. Prepare
 | Task done by | Date | Notes |
| Consider whether any of the aims of the job have changed, and how this may affect factors such as the skills required and work flow |  |  |  |
| Compile documents for the vacancy:* Job description
* Person specification
* Job application form
* Equality & diversity monitoring form
* Job offer letter template /Written Statement of Terms and Conditions of Employment
* Information about the employer
 |  |  |  |
| 1. Advertise
 | Task done by | Date | Notes |
| Before drawing up the job ad, decide factors such as how candidates should apply, who will sift applications and the rate of pay |  |  |  |
| Choose where to advertise in at least two different channels |  |  |  |
| Compile the job ad, carefully ensuring the wording is not discriminatory |  |  |  |
| 1. Handle applications
 | Task done by | Date | Notes |
| Send ‘application pack’ to applicants, including:* application form
* job description
* person specification
* equality & diversity monitoring form
 |  |  |  |
| Using the job description, person specification and application forms, at least two people trained for the task should objectively draw up a shortlist of candidates for interview and/or further assessment |  |  |  |
| Invite shortlisted candidates for interview/ assessment, and ask whether they need any ‘reasonable adjustments’ for any part of the recruitment process |  |  |  |
| Get ready for the interviews, to be conducted by more than one person trained for the task: * plan questions to probe skills and qualities essential for the job
* decide how candidates’ answers will be scored
* anticipate candidates’ questions and have the info ready
* plan any selection tests/ presentations etc and how they will be scored
* book a private room which will not be interrupted by telephone calls or visitors
 |  |  |  |
| Conduct the interview:* briefly outline the job and the organization
* ask questions which cannot be answered ‘yes’ or ‘no’.
* listen and make brief notes
* check the candidate is familiar with the terms and conditions of the job, and finds them acceptable
* keep to the time frame for the interview, but allow for the candidate’s questions
* tell the candidate when they can expect to hear from the organisation
* explain that a job offer to the successful candidate will be subject to pre-employment checks
 |  |  |  |
| Select the best candidate for the job  |  |  |  |
| 1. Complete
 | Task done by | Date | Notes |
| Final details |
| Send the successful candidate a job offer letter and explain pre-employment checks will have to be made |  |  |  |
| Make pre-employment checks such as the candidate’s right to work in the UK and references.  |  |  |  |
| Resolve any employment contract queries |  |  |  |
| Before the recruit starts their new job:* give them their Written Statement of Terms and Conditions of Employment to avoid disagreements or misunderstandings
* remind them where to find out about the organisation’s procedures and policies
 |  |  |  |
| Write to unsuccessful candidates and give feedback if requested |  |  |  |