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Recruitment and Selection Process Checklist

This checklist provides the lead administrator with a step-by-step process for all aspects of recruitment and selection.

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| --- | --- |
| Vacancy/job title |  |
| Name of lead administrator |  |
| Job title of lead administrator |  |

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| --- | --- | --- | --- | --- |
| Recruiting manager action | Useful resources | | Initials | Date |
| Identify vacancy | | | | |
| Assess job requirements i.e., hours, working pattern, location, job description. | Job Descriptions and Job Evaluations | |  |  |
| If significant changes apply, consider job evaluation. |  |  |
| Consider potential alternatives i.e., re-allocation of work tasks/is there scope for employing an apprentice? |  |  |
| Organise shortlisting and interview panel and establish timeline for recruitment | | | | |
| The panel should agree criteria for shortlisting based on the essential and desirable criteria for the post, which should be consistently applied to all applicants. | Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure | |  |  |
| Produce advert and job application information | | | | |
| Review and update, where appropriate, job description and other documents to be provided to applicants. Ensure application form seeks all relevant information and includes relevant statements about references, etc. | | Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure |  |  |
| Advertisement includes reference to safeguarding policy, i.e., statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked. | | Documents/Appointing Employees and Contracts of Employment/EPM Model Application Forms |  |  |
| At least one member of the interview panel must have undertaken safer recruitment training. | | Documents/Child Protection and Whistleblowing/Keeping Children Safe in Education |  |  |

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| Shortlist applicants | | | | |
| On receipt, equality monitoring information must be separated from applications. The panel will scrutinise applications – any discrepancies/anomalies/gaps in employment noted, to explore if candidate considered for short listing. Document clearly indicates reasons for selection. | Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure |  |  | |
| If it is determined that an online search will be conducted on all shortlisted candidates, as part of the due diligence, any concerning findings should be shared with a member of the recruitment panel, who may discuss these with the candidate either before or at the interview. |  |  |  | |
| Request references | | | | |
| To be sought directly from referees on shortlisted candidates. Ask recommended specific questions. Include statement about liability for accuracy. | Documents/Appointing Employees and Contracts of Employment/Model Reference Request Letter Template |  |  | |
| Receive references | | | | |
| References should be checked against information on application; any discrepancy/issue of concern noted to take up with applicant/and or referee. |  |  |  |
| Confirm interview date/time and issue invitations | | | | |
| Include all relevant information and instructions. Enclose an information pack where necessary. | Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure |  |  | |
| Interview process | | | | |
| Interview panel agree interview format such as appropriate interview questions, or any other assessment methods. Candidates must be treated equally, and assessment criteria must not directly or indirectly discriminate on protected characteristics under the Equality Act 2010. Candidates must be assessed on their understanding of child safeguarding issues. Interview panels are strongly advised to have at least 2 interviewers and panel members should have authority to offer conditional employment. At least one panel member needs to have received appropriate safer recruitment training | Documents/Appointing Employees and Contracts of Employment/EPM Model Invitation to Interview Letter  Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure |  |  | |
| Identity declarations and qualification checks | | | | |
| Identity and qualifications of candidates should be verified on the day of interview by scrutiny of appropriate original documents. | Documents/Safeguarding and DBS/DBS, SCR and Disqualification Checks |  |  | |
| Declarations form provided to panel in a sealed envelope |  |  | |
| Offer/decline | | | | |
| Offer of appointment made, subject to satisfactory completion of the pre- appointment checks and probationary period where applicable. | Documents/Appointing Employees and Contracts of Employment/EPM Model Offer Letter Template |  |  | |
| Agree whether feedback will be provided on request. |  |  | |
| Inform unsuccessful candidates. |  |  | |
| Send offer letter to successful candidates. |  |  | |
| Undertake necessary checks | | | | |
| Create a record on the Single Central Record and create a personnel file for new starter. |  |  |  | |
| 1. Application form |  |  |  | |
| 1. Interview notes |  |  |  | |
| 1. References (if not obtained and scrutinised previously) |  |  |  | |
| 1. Identity (should be verified at point of interview), which should include Birth Certificate where available |  |  |  | |
| 1. Right to work in the UK (if not verified at point of interview) |  |  |  | |
| 1. Qualifications (if not verified on day of interview) |  |  |  | |
| 1. Evidence of additional overseas checks (where applicable) |  |  |  | |
| 1. For teaching posts, a letter of professional standing (if applicable) |  |  |  | |
| 1. Medical clearance |  |  |  | |
| 1. Barred list and DBS check |  |  |  | |
| 1. Prohibition Order (if applicable) |  |  |  | |
| 1. Evidence of QTS (teachers only) |  |  |  | |
| 1. Evidence of completion of statutory induction (for teachers who obtained QTS after 7 May 1999) |  |  |  | |
| 1. Evidence of Section 128 Direction (if applicable) |  |  |  | |
| 1. Disqualification (for work with children up to 8 years old) where applicable) |  |  |  | |
| Finalise contract and input on EPM Portal | | | | |
| Send a copy of application form to EPM to carry out further checks on our behalf. |  |  |  | |
| Plan induction | | | | |
| It is important that a thorough induction is scheduled for the new starter. | Documents/Appointing Employees and Contracts of Employment/EPM Model Induction Policy |  |  | |
| Retention of documents | | | | |
| All recruitment documents relating to unsuccessful candidates should be kept for 6 months, and then securely destroyed. |  |  |  | |
| Retain a copy of this checklist in the successful candidate’s personnel file for record. |  |  |  | |