

HR & OD POLICIES

human resources and organisational development



Recruitment and Selection Procedure

The Recruitment and Selection Procedure will guide administrators and recruiting managers through the recruitment and selection process.

This document will act as a flowchart, each box will lead to guidance documents for each step which will provide more in-depth information.

Considerations before the recruitment process is undertaken

- Is recruitment necessary?
- Can a vacancy be filled via alternative routes?
- Vacancy cover
- Sickness cover
- Jointly funded posts

Advertising Options

- Advertising internally
- Advertising externally
- Considerations before requesting external advertising
- External advertising options
- Service recruitment days

Check post details

- The Job Profile

Assessment centre

- What is an assessment centre?
- Why use an assessment centre?
- Assessment activities
- Feedback

Submit Vacancy Request to the HR&OD Transactional Team through [askHR](#)

Following The Closing Date

- The interview panel
- Selecting candidates for interview
- Arranging the interview

The Interview

- Preparing for the interview
- Conducting the interview

Following Interview

- Once the preferred candidate is identified
- References
- Confirm successful in post
- Informing unsuccessful candidates and providing feedback

Employee Induction

- Corporate Induction
- Service Induction

If you require further information relating to any of the steps within the recruitment process, or if you would like to arrange a Policies in Practice session please [contact a member of the HR&OD Resourcing Team](#).

On occasion there may be an exception where your recruitment needs fall outwith the general principles of this procedure. This must be discussed with the [HR&OD Resourcing Team](#) for options and agreement.

The Recruitment & Selection on-line training courses are available via [ALDO](#)

Recruitment & Selection

Index of Documents

Procedure

Revision Date	Previous Revision Date	Summary of Changes
20-02-2012		Creation of all documents
06-02-2015	20-02-2012	Amendment to salary placement and additional hours guidelines
16-10-2015	06-02-2015	Review and restructure of entire procedure
22-07-2016	16-10-2015	Additional factsheet added re shortleeting of candidates
08-11-2016	22-07-2016	Additional paragraph added regarding actions to exceptions
13-07-2020	08-11-2016	Updated to reflect current best practice and change of systems and teams.
14-09-2020	13-07-2020	Inclusion of Equalities Across Recruitment Factsheet
02-11-2022	14-09-2020	Explanation of conditional offer of employment to be provided to candidates at interview stage

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