Recruitment policy overview for recruiting managers

# What is this policy about?

This policy is for everyone working at [insert organisation name]. It will support recruiting managers to:

* understand their role and responsibilities
* ensure the recruitment process they manage is fair and effective
* get advice and support

# What are the steps in the recruitment process?

**Step 1.** The role is designed in line with workforce plans for the team.

 **Step 2.** A job description and person specification is written or reviewed. It is job matched if it hasn’t already been. This will set out the pay band for the role.

 **Step 3.** Authorisation is gained to use the budget on the role.

**Step 4.** Planning and preparation takes place to ensure an effective recruitment process.

**Step 5.** The role isadvertised and candidates can apply until the closing date.

 **Step 6.** Decisions are made about which candidates will be shortlisted.

**Step 7.** Interviews and assessments are held to assess which of the candidates are the best fit for the role.

**Step 8.** The panel decide who to appoint.

**Step 9.** A job offer is made to the successful candidate(s).

 **Step 10.** The recruitment team liaise with the candidate to complete pre-employment checks.

 **Step 11.** Discussions take place with the candidate about starting work, including flexible working and adjustments if required. The manager starts making necessary arrangements.

 **Step 12.** Induction takes place to prepare the new employee to start work.

# How can I ensure effective and fair recruitment?

* + Ensure you take time to plan and prepare.
	+ Make sure the people who support you during shortlisting, interviews and assessments are objective and have a good understanding of the role being recruited.
	+ Design the process to ensure every candidate can do their best.
	+ Remember some candidates may be eligible for a guaranteed interview.
	+ If candidates need additional support, put in place any requested adjustments where reasonable.
	+ Communicate at each step of the process to ensure candidates are clear about decisions and what will happen next.

# What support is available?

* + The [insert recruitment department name] will guide you through the recruitment process.
	+ The [insert HR department name] can provide additional advice to support you and those involved in making decisions.
	+ Attend the training provided to ensure you have the relevant knowledge and skills.

# Our promise to help everyone during recruitment:

* + We’re here to help managers run effective and fair recruitment processes and to support candidates to be their best throughout.
	+ We will use data and feedback to help us understand our recruitment processes better, including how we can be more inclusive.
	+ We will act on feedback about recruitment to learn, change and improve.

If you want to talk to someone about this policy, you can contact [insert recruitment department name].

**[Insert link to] read the full version of the recruitment policy.**