

## RECRUITMENT PROCESS CHECKLIST

ASL can provide your organisation with support throughout your recruitment process.

How much support we provide is up to you – to assist we set out below our suggested recruitment process checklist. This is just our suggestion you may, of course, have your own process in place.

We look forward to hearing how we can assist you.

TASK	CONSIDER	ACTION
Selection Panel	<ul style="list-style-type: none"> <li>• Minimum of 2 – Maximum of 4 preferable.</li> <li>• Good understanding of the requirements of the post.</li> <li>• Good understanding of equal opportunities.</li> </ul>	
Job Description	<ul style="list-style-type: none"> <li>• Should promote your organisation.</li> <li>• Should clearly set out roles and responsibilities.</li> <li>• Should clearly indicate the qualities/experience required.</li> </ul> <p><b>See Appendix A for key areas.</b></p>	
Post Job Advert	<ul style="list-style-type: none"> <li>• The more places you post the better your chance of attracting the perfect candidate.</li> <li>• Where to post? For example, your website, social media, dedicated job websites such as Indeed.</li> </ul>	
Receive Applications	<ul style="list-style-type: none"> <li>• Central location for receipt of all completed applications.</li> <li>• We believe you should contact all candidates to acknowledge their application and advise when you expect to have a shortlist.</li> </ul>	
Create Shortlist	<ul style="list-style-type: none"> <li>• Give each candidate a score – based on how well they meet the criteria against the job description.</li> <li>• If a candidate does not meet the criteria we recommend advising them that they have not been successful rather than just removing them.</li> <li>• It is important you keep a score, with reasoning, and ensure there is no discrimination, even unintentional.</li> </ul> <p><b>See Appendix B for 9 protected characteristics.</b></p>	

TASK	CONSIDER	ACTION
Interviews	<ul style="list-style-type: none"> <li>• Candidates with the highest scores should be invited for interview.</li> <li>• Make up a list of questions to ask <b>in advance</b> – again to ensure no discrimination you should ask each candidate the same questions. You can, of course, ask supplemental questions based on the initial answer.</li> <li>• Interviews would normally last about 30 minutes.</li> <li>• Advise each candidate when you expect to make your decision.</li> </ul>	
Second Interviews	<p>If you have a number of candidates who mark highly during the first interview you may decide to arrange a second interview to go into greater detail about the job role and responsibilities.</p>	
Making your choice	<ul style="list-style-type: none"> <li>• Your selection panel should compare scores and decide who best fits the role.</li> <li>• Be careful not to reject other candidates too soon as you may want to go back to them if your first choice does not take up the offer.</li> </ul>	
References	<p>You should take up references and qualifications <b>before</b> offering the post – if you want to let them know you are considering them you should say any offer is subject to satisfactory references and qualifications – do not go into great detail in that letter.</p>	
Formal Job Offer	<ul style="list-style-type: none"> <li>• Should set out the job offer in detail with expected start date.</li> <li>• Give the candidate a date by which to respond.</li> <li>• If the applicant responds positively you should inform unsuccessful candidates – may be useful to keep their contact information in case the post comes up again.</li> <li>• If you choose to make the initial offer by phone you should still follow up with a formal letter.</li> </ul>	
Retention of Paperwork	<ul style="list-style-type: none"> <li>• You should retain all paperwork, <b>on all candidates</b> with score sheets, for 6 months.</li> </ul>	

**APPENDIX A** – Key areas to cover when writing an effective job description.

1. Job Title
2. Department
3. Who the role reports to
4. Responsibilities and expectations
5. Goals and objectives
6. Opportunities for progression and promotion
7. Required qualifications, education and training – also whether training is available
8. Soft skills and desirable traits
9. Location and travel requirements
10. Hours – particularly whether static or flexible
11. Salary and benefits
12. Company culture and identity

**APPENDIX B** – Nine protected characteristics of discrimination:

1. Age
2. Being, or becoming, a transsexual person
3. Being married or in a civil partnership
4. Being pregnant or having a child
5. Disability
6. Race, including colour, nationality, ethnic or national origin
7. Religion
8. Gender
9. Sexual orientation