



Internal Recruitment Guidelines for Managers

WDC has reviewed its current recruitment procedure and it has decided in agreement with UNISON and MPO/GMB that all vacancies should be offered internally first. This decision has been taken to promote growth within the Council, offer opportunities for development, encourage job satisfaction and support employee retention. With this in mind the following information will act as a guide for recruiting managers.

Advertising the role

You will still be required to complete the VAR form in the first instance. This allows HR to check the vacancy has been authorised in the correct manner and check that it is on the establishment.

The vacancy will then be drafted and advertised on the intranet for a minimum period of 1 week.

Employees on the 'At Risk' list will have priority access to all vacancies. Should an employee express an interest in the vacancy, then this candidate must be considered before any further advertising can take place. See the Redeployment Policy for further details.

If there are no internal applicants, HR will advertise the role externally as per the normal procedures.

The Procedure

All internal applicants will not be required to complete an application form but they will be required to submit a letter or they can complete section 4 of the application form demonstrating how they meet the person specification for the role.

Selection

The manager will shortlist internal candidates for interview in the normal manner.

Interview

The interview panel will be made up of at least 2 trained recruiters including the recruiting line manager and one manager from outside of the service area. HR reserve the right to attend all interviews.

This is to offer complete impartiality when interviewing candidates and an ideal panel would consist of 3 members, 2 of which must be trained.

Placement

After interview the relevant candidate will be selected following a fair process and the HR admin team will complete the necessary paperwork for the post.