

**INDICATIVE RECRUITMENT PROCESS –
HEAD OF HOUSING**

CONTACT DCE / HR

Activity	Date/Deadline	Responsible
Confirm JD and person spec	w/c 27/2/17	HR/RH
Completed Vacancy Request Form to HR with recruitment pack, advert, person spec and JD. Inc interview dates	w/c 27/2/17	Recruiting Manager
Advert to "At Risk" and staff if applicable (2 days) Advert to internal staff if applicable	w/c 27/2/17	HR
Advert to Print Room	w/c 27/2/17	HR
Advert on Intranet	w/c 27/2/17	HR
Advertised externally (3 weeks)	w/c 6/3/17	HR
Recruitment packs sent out to applicants	Available via intranet	HR
Recruitment Training for New Members of Employment Committee	Tbc – prior to 31/3/17	Offered to all Cllrs – (new Cllrs must complete to be part of recruitment process)
Closing date for applications	31/3/17	HR
Copy returned application forms	w/c 3/4/17	HR
Long listing date Confirm questions and topic for screening dates	w/c 3/4/17	DCE/CE/HR/ portfolio holder
Email long listed inviting to screening interviews	w/c 3/4/17	HR
Rejection letters to non-long listed	w/c 3/4/17	HR
Screening interview date – (Assessment Day)	w/c 10/4/17	Interviews with HR/ DCE / CE/portfolio holder
Psychometric Testing prior to screening dates/verbal reasoning on the day	tbc	
Rejection letters after screening interviews	w/c 10/4/17	HR

APPENDIX THREE

Activity	Date/Deadline	Responsible
Short listing date	w/c 17/4/17	HR/ CE/ DCE/ portfolio holder/ Employment Committee Riverside House Feedback on applications and tests if completed at this stage.
Email to short listed inviting to final interview Send presentation topic	w/c 17/4/17	HR
Final Interview date	w/c 24/4/17	Employment Committee Verbal reasoning
Make provisional offer	w/c 24/4/17	CE/DCE
Request References	w/c 24/4/17	HR
Confirm with Employment/Executive	w/c 1/5/17	EC
Offer of appointment letter out	w/c/ 1/5/17	HR
Rejection letters after final interview	w/c 1/5/17	HR

All pre-employment paperwork will be carried out by HR once references have been received.