

# Recruitment process using Core



## 1. Initiate request

- 1. Business and academic cases
- 2. Job description & person specification
- 3. Define planned salary range and funding etc.
- 4. Consider redeployment
- 5. Raise staff request

## 2. Approve request

- 1. Departmental approval
- 2. Divisional / Protocol approval (if applicable)
- Reward Team
- 3. Grading (if required)
- 4. Set Up:
  - \* Post
  - \* Planned appointment
  - \* Create vacancy

## 3. Update Vacancy

- |                          |  |
|--------------------------|--|
| 1. Consider redeployment | * Consider suitability for any priority candidates within your department  |
| 2. Complete vacancy      | * Link planned appointment to vacancy<br>* Update vacancy record<br>* Set up vacancy profile<br>* Manage questionnaires<br>* Upload supporting information |
| Adverts Team             |  |
| 3. Authorise vacancy     | * Authorise vacancy<br>* Publish adverts   |

## 4. Manage Panel/Advert

- |                           |   |
|---------------------------|---|
| 1. Manage adverts         | * Record where advertised   |
| 2. Set up selection panel | * Enter selection panel names and details<br>* Panel briefing                   |
| 3. Prepare for interviews | * Set up dates for shortlisting, interviews etc.<br>* Agree interview questions |

**KEY**

- On Core
- Off system
- Optional - on or off system

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6. Manage applications & shortlisting	
<b>1. Review applications</b>	* Import web applications * Screen applications
<b>2. Manage manual applications</b>	* Input applications
<b>3. Prepare for shortlisting</b>	* Generate application packs * Create merge file * Produce shortlisting pack
<b>4. Shortlist review</b>	* Review applications
<b>5. Manage applicants</b>	* Update statuses * Email rejected applicants

7. Manage Interviews	
<b>1. Invite to interview</b>	* Set up interview schedule * Generate invite letters
<b>2. Prepare documentation</b>	* Prepare interview record forms
<b>3. Interviews</b>	* Hold interviews * Communicate outcome
<b>4. Manage applicants</b>	* Update statuses * Record preferred candidate * Email/letter to rejected applicants
<b>5. Manage references</b>	* Request and check references for preferred candidate

8. Manage Offers/monitor recruitment 9. Initiate pre-employment checks	
<b>1. Record verbal offer/ negotiations</b>	* Record <i>Offer made-Personnel</i> * Record <i>Offer accepted-Personnel</i>
<b>2. Manage references</b>	* Request and check references
<b>3. Pre-employment checks</b>	* Record right to work & references * Other checks
<b>4. Final rejections</b>	* Email/letter to rejected applicants
<b>5. Close vacancy</b>	* Close vacancy