### Recruitment process using Core

1. **Need for job**
   - 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. **Prepare for recruitment**
   - 1. Approve request
     - 1. Departmental approval
     - 2. Divisional / Protocol approval (if applicable)
     - 3. Grading (if required)
     - 4. Set Up:
       - * Post
       - * Planned appointment
       - * Create vacancy

3. **Plan recruitment**
   - 3. Update Vacancy
     - 1. Consider redeployment
       - * Consider suitability for any priority candidates within your department
     - 2. Complete vacancy
       - * Link planned appointment to vacancy
       - * Update vacancy record
       - * Set up vacancy profile
       - * Manage questionnaires
       - * Upload supporting information
     - 3. Authorise vacancy
       - * Authorise vacancy
       - * Publish adverts

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

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**KEY**

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

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## Recruitment process using Core

### 1. Review applications
- Import web applications
- Screen applications

### 2. Manage manual applications
- Input applications

### 3. Prepare for shortlisting
- Generate application packs
- Create merge file
- Produce shortlisting pack

### 4. Shortlist review
- Review applications

### 5. Manage applicants
- Update statuses
- Email rejected applicants

### 6. Manage applications & shortlisting

### 7. Manage Interviews

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

### 8. Manage Offers/monitor recruitment

<table>
<thead>
<tr>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>1. Record verbal offer/ negotiations</td>
<td>* Record Offer made-Personnel  * Record Offer accepted-Personnel</td>
</tr>
<tr>
<td>2. Manage references</td>
<td>* Request and check references</td>
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<tr>
<td>3. Pre-employment checks</td>
<td>* Record right to work &amp; references  * Other checks</td>
</tr>
<tr>
<td>4. Final rejections</td>
<td>* Email/letter to rejected applicants</td>
</tr>
<tr>
<td>5. Close vacancy</td>
<td>* Close vacancy</td>
</tr>
</tbody>
</table>

### 9. Initiate pre-employment checks

Vacancy advertised → 5. Applicants apply → Manage applications & shortlisting → Manage interviews → Manage offers/monitor recruitment → Carry out pre-employment checks → Ready to appoint