**Appendix B**

**Appointment of Staff: Recruiting Managers Checklist**

This checklist must be completed and signed by the Recruiting Manager and a copy placed in the personal file of the employee appointed.

Name of Appointee: ……………………………………………………

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| **Preliminary Steps** | **Policy section** |  |
| Approval has been obtained for the post to be filled – ECF approved | 5.1.1 |  |
| Job description, person specification and advert has been prepared, with involvement of the appropriate professional lead | 5.1.2 |  |
| The recruitment approach has been confirmed with the Recruitment Team | 5.1.3 |  |
| Interview date has been confirmed | 5.1.3 |  |
| Advert has been placed | 5.1.3 |  |

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| **Shortlisting and Pre-interview** |  |  |
| Applicant’s eligibility for the Guaranteed Interview Scheme has been checked  | 5.2.1 |  |
| Shortlisting has been completed  | 5.2 |  |
| Interview Details Pro-forma has been completed and returned to the Recruitment Team | 5.3 |  |
| Interview day arrangements have been made (room booking if face to face or sending Microsoft Teams invite if via videoconferencing) | 5.3 |  |

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| **At Interview** |  |  |
| An initial photographic identification check has been undertaken and a copy of documentation taken to be kept in personal file | 5.3.2 |  |
| Qualifications essential to the role have been checked and copies taken to be kept on personal file | 5.3.2 |  |
| Employment history has been checked and any gaps have been accounted for and a note placed on the personal file | 5.3.2 |  |
| References have been checked to ensure they are appropriate (e.g. appropriate level of authority and cover the relevant years required) | 5.3.2 |  |
| Current professional registration has been checked and revalidation date noted (if required for the role) and a record placed on the personal file | 5.3.2 |  |
| Successful Candidate Details form has been completed and returned to the Recruitment Team  | 5.4 |  |

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| **Final Offer of Employment** |  |  |
| Employment Check/ Final Offer Details Form has been received from the Recruitment Team and checked to ensure all pre-employment checks have been completed to a satisfactory standard | 5.5 |  |
| Candidate has been contacted and start date and working arrangements have been confirmed | 5.5 |  |
| Employment Check/ Final Offer Details form is completed and returned to the Recruitment Team | 5.5 |  |

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| **Post Appointment** |  |  |
| Complete the Start Date Ready Checklist and return to the Recruitment Team |  |  |
| Save all successful candidate information sent by the Recruitment Team, forming part of the new starter personal file |  |  |
| Arrangements for candidates first day of employment have been made (including meet and greet, local induction etc..) | 5.5.2 |  |

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| **First day of employment** |  |  |
| Verify new starters identification via a photographic ID Document (copy to be signed, dated and placed on personal file) | 5.4.2 |  |
| Issue contract of employment (this will be sent to the Recruiting Manager from the Recruitment Team and **MUST** be issued no later than the first day of employment) | 5.5.1 |  |
| Complete local induction | 5.5.2 |  |

**I can confirm that all actions have been completed and relevant documents for this employee have been checked and placed on their personal file.**

**Recruiting Manager ………………………………………………………..**

**Date ………………………………………………………..**