**PEOPLE SERVICES STAFF RECRUITMENT CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE |  | | |
| DEPARTMENT |  | ROLE BEING RE-ADVERTISED |  |
| LOCATION |  | NUMBER OF VACANCIES |  |
| ADVERTISED |  | TYPE OF CONTRACT & LENGTH |  |
| POSITION NUMBER |  | \*\*RECEIVED JD & SAVED IN JD FOLDER |  |
| ECRiS NUMBER |  | REQUISITION NUMBER |  |

***\*\*Do not accept the commission form if the JD is not sent***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date received Commission Form | | | | |  |
| Band |  | Salary |  | Allowances |  |
| Uplifted salary *(if applicable)* |  |
| Check Advert format & wording  Written new advert if required  *Save advert in* ***job folder*** *and* ***all adverts & recruitment checklists folder*** | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date of Publication** | **Closing Date** | **Comments** |
| **At Risk** |  |  |  |
| *Date re-advertised (if applicable)* |  |  |  |
| **E-Recruit** |  |  | **JOB ID:**  ***Re-advertised JOB ID:*** |
| *Date re-advertised (if applicable)* |  |  |  |
| **Date sent to Hants** |  |  |  |

|  |  |
| --- | --- |
| Updated Tracker |  |
| Vacancy checked when live or reminder placed in calendar to check when live. |  |
| Date e-mail sent to line manager with confirmation of advert and closing date and name of line manager |  |

RECEIVED AUTHORISATION TO ADVERTISE EXTERNALLY:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Penna | **Date Sent** | **Date of**  **Publication** | **Closing date** | Name publications & websites: | |
|  | |
| Total expenses: |  |
| Postcode for JGP: |  |
| Logged on PO spreadsheet? |  |
| PO Number | | | | TVPDIRORD ……….. | |
| Sent to Cristina Bratu for Social Media (External Jobs) | | | |  | |
| Alison Whitehouse informed of costs | | | |  | |

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| --- |
| **Additional Comments** |
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