

## 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 ( <i>if applicable</i> )			
Check Advert format & wording Written new advert if required <i>Save advert in <b>job folder</b> and <b>all adverts &amp; recruitment checklists folder</b></i>					

	Date of Publication	Closing Date	Comments
<b>At Risk</b>			
<i>Date re-advertised (if applicable)</i>			
<b>E-Recruit</b>			<b>JOB ID:</b>
			<b>Re-advertised JOB ID:</b>
<i>Date re-advertised (if applicable)</i>			
<b>Date sent to Hants</b>			

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:-

	Date Sent	Date of Publication	Closing date	Name publications & websites:	
Penna					
				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					

**Additional Comments**