Managers Recruitment Checklist

13 June 2017   11:13

Setting up the vacancy

- [ ] Vacancy Identified by Department/manager
- [ ] Approval from Head of Service
- [ ] HRA Raises eSR1
- [ ] Recruiting manager completes eSR1 - use apprentice pay scales for salary
- [ ] eSR1 submitted for approval
- [ ] Recruiting manager nominates line manager and mentor.
- [ ] Recruiting manager liaises with HR recruitment team and Training provider to confirm:
    - [ ] Apprenticeship Course and level
    - [ ] Planned training start date
    - [ ] Planned training end date
    - [ ] Total Agreed Training Cost
    - [ ] Training, assessment and interview dates confirmed and booked out in calendar
- [ ] eSR1 approved

Advertising Role

- [ ] Recruiting manager and HR Advisor create/finalise Job description
- [ ] University advert template completed
- [ ] Training provider vacancy template completed
- [ ] JD HERA graded by HR (if applicable)
- [ ] JD HERA approved (if applicable)
- [ ] HR recruitment team advertise on PS Application form: jobs.exeter.ac.uk Twitter, Facebook and Linkedin. Applications submitted through University's online application system

Shortlisting

- [ ] HR recruitment team pass application details to recruiting manager and Training Provider
    - [ ] PD01 Application Summary
    - [ ] Job Description
    - [ ] Applications
    - [ ] PD 60 Guidance notes
- [ ] Recruiting Manager completes shortlisting to confirm employability. Shortlisting completed within 5 days
- [ ] PD01 completed and returned to University HR

Interviews

- [ ] HR send interview packs sent to panel:
    - [ ] Interview timetable
    - [ ] Scoring Grid
    - [ ] Shortlisted applications
    - [ ] Further particulars
    - [ ] Link to eSR1 appointment tab
- [ ] Conduct interviews
    - [ ] Interview format:
    - Workplace tour
    - Job related/competency based interview to ensure employability
    - Work based test (optional)
    - RTW documents observed, signed and dated
- [ ] Panel chair notifies successful and unsuccessful candidates and gives feedback by phone and/or emails. Agree starting date with candidate
- [ ] Panel Chair returns all documentation to HR:
    - [ ] PD01 interview analysis
    - [ ] All interview notes
    - [ ] Signed and dated RTW
    - [ ] Complete eSR1 approval tab

Apprentice Starts

- [ ] Line manager welcome apprentice
- [ ] Introduce mentor
- [ ] Local induction (emphasis on risk/safety)
- [ ] Issue PPE (if appropriate)
- [ ] Set PDR objectives
- [ ] Schedule regular 1:1s
- [ ] Ask apprentice to complete:
  - [ ] Mandatory training
  - [ ] University Induction