

RECRUITMENT PROCESS

CLICK ON THE LINKS TO ACCESS GOOD PRACTICE FOR RECRUITING EMPLOYED WORKERS TO YOUR TEAM

What do you need?

Using the [Audit for Youth and Children's work doc](#) or your vision doc, map out what you want/need.

1

CREATING A VISION

GET IN TOUCH

2

We can help

The [Mission Support team](#) can help you think through your community's current needs.

Role description

A small group should begin by writing a [role description](#) and employment timeline.

3

CREATE A WORKING PARTY

FUNDING

4

Salary

Associated costs with employment can be found [here](#). National [JNC payscale](#) should be used to work out the salary.

Important documents

Finalise role description and person spec, create a job advert & application form. [Here are templates for you to use](#).

5

EXPERT ADVICE

ARE YOU SAFE?

6

Safer recruitment

Do you have a staff handbook? Have you followed Safer Recruitment training and guidance? [Contact HR for help](#).

Deadlines

Decide your application deadline and interview dates and add them to your advert.

7

SAVE THE DATE

TELL EVERYONE

8

Advertise the role

Advertise the job for approximately 4 weeks. [Here are some ideas of where to advertise](#).

Shortlisting

Here are some [guidelines about good practice for shortlisting and inviting to interview](#).

9

DECISIONS, DECISIONS!

ASKING GOOD QUESTIONS

10

The Interview

Ensure your panel is diverse; ideally, they've done unconscious bias and Anti-racism training. [Templates for questions & scoring](#)

Offering the role

[Offer letter & reference form](#). Remember, only offer the job if someone is the right fit!

11

GETTING THE RIGHT PERSON.

WHAT NEXT?

12

Good Practice

[How to be a good employer, probation and annual reviews, policies and procedures for employing a worker](#).