FLOWCHART ONE – RECRUITMENT AND SELECTION PROCEDURE

Recruiting Manager should ensure that the role is within budget or has had a full evaluation of the need of the department

↓

Recruiting Managers should complete a Vacancy Authorisation Form (VAF)

↓

HR to sign the VAF off and send the Redeployment Register and any candidates placed on the Merit List

↓ (left branch)

No potential candidate identified

↓

Advert will be drafted by the Recruiting Manager.
Advert and any external websites that the post will need to be published on, sent to the Recruitment Team

↓ (splits to two)

Recruiting Manager to consider advertising the vacancy internally for minimum of 1 week for job opportunities

Recruiting Manager to advertise the vacancy externally for minimum of 2 weeks

↓

Selection Process Flowchart Two

↓ (right branch)

Potential candidate identified for offer of suitable alternative employment

↓

Vacancy not progressed until redeployment and merit list is considered

↓

Recruiting Manager to discuss post/offer with the potential candidate

↓

Selection Process Flowchart Two