

SUMMARY RECRUITMENT WORKFLOW

Raise recruitment requisition in i-trent

Who: Headteacher, Headteacher's PA or Business Manager



Within 48 hours

Approve requisition

Who: Headteacher, Director of Business Services, HR Advisor New roles also require approval of Executive Director of Trust Development



Within 1 working day

Place Advert

Who: HR Administrator



After 2 weeks

Advert closes and applications sent to recruiting manager

Who: HR Administrator or Headteachers PA



Shortlisting

Who: Two interview panel members (one must be safer recruitment trained)



Send Shortlisting matrix to HR Administrator

Who: Recruiting Manager or Headteacher's PA



Notify successful candidates of interview

Who: HR Administrator



Giving at least 5 days' notice to candidates

Notify unsuccessful candidates

Who: HR Administrator



Carry out pre-interview checks for successful candidates

Who: HR Administrator



At least 24 hours prior to interviews

Provide outcome of pre-interview checks to panel members

Who: HR Administrator



Interviews take place (including exploring any positive disclosures)

Candidates Right to Work, ID Documents and proof of qualifications verified

Who: Headteacher's PA or Interview Panel





Record outcome of the interviews on scoring matrix Agree successful candidate

Who: Interview Panel



Make a verbal <u>conditional offer</u> (subject to checks), in line with terms approved on requisition

Who: Recruiting Manager



Complete Successful Candidate Form (external applicants) or Internal Transfer Form (Internal Candidates)

Who: Recruiting Manager or Headteacher's PA)



Within 2 working days

Notify unsuccessful candidates

Who: Recruiting Manager



Provide feedback to unsuccessful candidates if requested

Who: Recruiting Manager



Retain interview notes for period 6 months and then destroy

Who: Headteacher's PA



Commence onboarding process

See detailed Recruitment and Onboarding Workflow for onboarding process ad steps