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| **The Recruitment Process** |
| Identify what vacancies need to be filled |
| Consider staffing/business strategy overall |
| Create job description |
| Create personal specification |
| Choose appropriate advertising media |
| Advertise |
| Evaluate job applications |
| Select and call candidates for interview |
| Carry out interview |
| Evaluate interview responses and appoint |
| Feedback to unsuccessful candidates |
| Prepare written statement of particulars of employment/full contract of employment |
| Induction training |