**Recruitment & Selection Plan**

This plan should be completed by the Recruiting Manager of the vacancy, following consultation and discussion with the Senior Admin Coordinator and Department Director.

|  |  |
| --- | --- |
| **Job Title** |  |
| **Department** |  |

**Recruitment Checklist** *(Please delete / complete as appropriate)***:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * Has the role been assessed against the pay structure and salary been agreed? | | | | | **YES NO** |
| * Are there any ways of adjusting the post that would be more effective or cost-efficient i.e. redistribution of work? | | | | | **YES NO** |
| * Has the vacancy and Job Description been approved by the Director of Department? | | | | | **YES NO** |
| **Financial Considerations** | | | | | |
| * What will the impact of these changes be to your wages & salaries for the current year with respect to the budget? | | Increase of  (if £0 then input 0) | | | **£** |
| Decrease of  (if £0 then input £0) | | | **£** |
| * Confirmed by (who in Finance): |  | | | **on** | \_\_/\_\_/\_\_ |
| * What is the advertising budget? | | | | | **£** |
| * What budget code should be charged for recruitment costs? | | | | |  |
| **People Considerations** | | | | | |
| * Have you discussed and agreed the vacancy and Job Description with the Executive Assistant? ***NB: If not, the vacancy cannot be advertised.*** | | | | | **YES NO** |
| * Is the role Permanent / Temporary (fixed-term) | | | | | **Perm Temp** |
| * Is the post Full Time or Part Time | | | | | **F/T P/T** |
| * Please specify the preferred start date, anticipated end date and proposed duration of contract. | | | **Start** | | \_\_/\_\_/\_\_ |
| **End** | | \_\_/\_\_/\_\_ |
| **Duration** | |  |
| * Does the role require a DBS check? | | | | | **YES NO** |
| * Will the role line manage any other positions? | | | | | **YES NO** |

**Recruitment Timetable:**

|  |  |
| --- | --- |
| **Activity:** | **Date:** |
| Advertising commences | \_\_/\_\_/\_\_ |
| Deadline for applications | \_\_/\_\_/\_\_ at \_\_ AM/PM |
| Shortlisting | \_\_/\_\_/\_\_ |
| Invite to attend selection / interview day sent to shortlisted candidates | \_\_/\_\_/\_\_ |
| Interview date | \_\_/\_\_/\_\_ |
| Desired commencement in post for new starter | \_\_/\_\_/\_\_ |

**Recruitment Documentation:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document:** | **Produced By:** | **Deadline:** | **Complete:** |
| Job Description and Person Specification |  |  |  |
| Job Advert |  |  |  |
| Supporting Information Pack |  |  |  |
| Interview Questions |  |  |  |
| Written Exercise (if used) |  |  |  |
| Presentation Brief (if used) |  |  |  |

**Advertising Media:**

|  |  |
| --- | --- |
|  | <https://www.durhamsu.com> |
|  | <https://su.careers> |
|  | *Durham University Website?* |
|  | *Durham University Alumni Network?* |
|  | [*www.charityjob.com*](http://www.charityjob.com)*?* |
|  | *Local Jobs Boards?* |
|  | *LinkedIn?* |

*Add or delete media as appropriate for your vacancy*

**Selection Methodology:**

Which of the following methods will be used as part of the selection process?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Application Forms |  | Standard Interview |
|  | Unseen Written Exercise |  | Seen Written Exercise |
|  | Presentation |  | Group Exercise |
|  | Ability/Aptitude Tests/Assessment Centre |  | References |
|  | Personality Testing |  |  |

*There will be available resources across the range of selection methods to enable managers to recruit for attitude, values and competences. These will be made available on HR Toolkit.*

**Additional Notes:**

|  |
| --- |
|  |

**Selection Panel:**

|  |  |  |
| --- | --- | --- |
|  | **Name:** | **Role:** |
|  |  | Line Manager (Chair of Panel) |
|  |  | Sabbatical Officer |
|  |  | A.N.Other (another Line Manager or Director) |

**Plan Signed Off and Agreed:**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Date** |
| Line Manager |  | \_\_/\_\_/\_\_\_\_ |
| Department Director |  | \_\_/\_\_/\_\_\_\_ |

*Completed forms should be sent to the Department Director and Executive Assistant for consideration and decision regarding approval of vacancy. If vacancy is new or exceeds existing budget, approval may be required from HR Committee.*