

The Hiring Manager will need to complete all the forms below to commence with the recruitment procedure.

- Recruitment Authorisation form
- Advertising Brief (External Only)
- Internal Advert Form
- The manager should provide a short business case if it is to go Internal Only
- Job Description/ Job Profile
- Role Profile

In all cases recruitment of permanent staff will only commence with the submission of a completed Recruitment Authorisation Form when the following criteria is met

These Criteria are:

A Budgetary Workforce Target (BWT) exists for the post

- ✓ *Recruiting Manager to arrange for the confirmation of the appropriate funding through the Finance and Resources Manager of their area of the Directorate. The Business Manager will require confirmation of the BWT before recruitment is authorised.*
- ✓ *The post has been evaluated and a Banding agreed*
- ✓ *The post has a Role profile*

Role Profiles can be found on the DOI HR Intranet site that covers both the DOI roles and the Integrated Competency Framework. It is for the Recruiting Manager to identify the appropriate Role Profile from this site.

Completed Authorisation forms are to be forwarded to the Recruitment Officer – once signed by the Group Director and Finance and Resources Manager.

All completed forms should be returned to the Recruitment Officer who will prepare an Authority to recruit, a memo to the Business manager, using the business case and pass this, along with the completed Authorisation form to the DOI Business Manager to be signed off.

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Once agreed and all forms have been signed, the RAF form, and Internal advert should be sent to Adverts- WPU to check the re- deployment pool for candidates and if there are none, request in email to WPU to forward onto notices with a closing date 3 weeks from insert.

Advertising Brief

This form is completed by the Recruiting Manager and is designed to give Mediacom, our External Advert provider, sufficient information to produce the advert. The completed form along with other documentation should be emailed to Marketing and Advertising who will liaise with Mediacom to produce the initial advert.

Internal Advert

The internal advert is completed by the Recruiting Manager, but on the occasion, may require help from the Recruitment Officer. It is important that the criterion listed on the Internal advert reflects that of what is to be in the information pack (If post goes External).

Completed adverts are e- mailed along with the RAF form to Adverts – WPU. The re-deployment pool is checked before the advert is forwarded to Notices.

If the post requires vetting higher than CTC, it must be clearly indicated on the Internal advert. It should clearly indicate the relevant HR unit the candidate must contact in this case.

If the post is to advertise externally, it should be clearly indicated on the form next to the job title.