



# Recruitment and Selection Process Checklist

## Overstone Primary School

To be reviewed by the Resources Committee on 12<sup>th</sup> November 2020  
For ratification by the Full Governing Body on 26<sup>th</sup> November 2020

# Recruitment and Selection Process Checklist

## November 2020

This checklist provides the lead administrator with a step by step process for all aspects of recruitment and selection.

Vacancy/Job Title:	
Name of Lead Administrator:	
Job Title of Lead Administrator:	

Recruiting Manager Action	Useful Recourses	Initials	Date
<b>1. Identify Vacancy</b>			
Assess job requirements i.e. hours, working pattern, location, job description.	Job Descriptions and Job Evaluations		
If significant changes apply, consider job evaluation.			
Consider potential alternatives i.e. re-allocation of work tasks/is there scope for employing an apprentice?			
<b>2. Organise Shortlisting and Interview Panel and Establish Timeline for Recruitment</b>			
The panel should agree criteria for shortlisting based on the essential and desirable criteria for the post, which should be consistently applied to all applicants.	Recruitment and Selection Policy and Procedure		

### 3. Produce Advert, Job Application Information

Job description and other documents to be provided to applicants reviewed and updated. Application form seeks all relevant information and includes relevant statements about references, etc.

Recruitment and Selection Policy and Procedure

Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked.

EPM Model Application Forms

At least one member of the interview panel must have undertaken safer recruitment training.

Child Protection and Whistleblowing: In line with Keeping Children Safe in Education statutory guidance

### 4. Shortlist Applicants

On receipt, equality monitoring information must be separated from applications. The panel will scrutinise applications – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing. Document clearly reasons for selection.

Recruitment and Selection Policy and Procedure

### 5. Request References

To be sought directly from referees on shortlisted candidates. Ask recommended specific questions. Include statement about liability for accuracy.

Model Reference Request Letter Template

### 6. Receive References

References should be checked against information on application; any discrepancy/issue of concern noted to take up with applicant.

### 7. Confirm Interview Date/Time and Issue Invitations

Include all relevant information and instructions. Enclose an information pack where necessary.

Recruitment and Selection Policy and Procedure

**8. Interview Process**

Interview panel agree interview format such as appropriate interview questions, or any other assessment methods. Candidates must be treated equally and assessment criteria must not directly or indirectly discriminate on protected characteristics under the Equality Act 2010. Candidates must be assessed on their understanding of child safeguarding issues. Interview panels are strongly advised to have at least 2 interviewers and panel members should have authority to offer conditional employment.

EPM Model Invitation to Interview Letter

Recruitment and Selection Policy and Procedure

**9. Identity Declarations and Qualification Checks**

Identity and qualifications of candidates should be verified on the day of interview by scrutiny of appropriate original documents.  
  
Declarations form provided to panel in a sealed envelope.

Safeguarding and DBS: DBS, SCR and Disqualification Checks

**10. Offer/Decline**

Offer of appointment made subject to satisfactory completion of the pre-appointment checks and probationary period where applicable.

Agree whether feedback will be provided on request.

Inform unsuccessful candidates.

Send offer letter to successful candidates.

EPM Model Offer Letter Template

## 11. Undertake Necessary Checks

Create a record on the Single Central Record and create a personnel file for new starter.			
a) Application form			
b) Interview notes			
c) References (if not obtained and scrutinised previously)			
d) Identity (should be verified at point of interview)			
e) Right to work in the UK (if not verified at point of interview)			
f) Qualifications (if not verified on day of interview)			
g) Evidence of additional overseas checks (where applicable)			
h) Medical clearance			
i) Barred List and DBS check			
j) Prohibition Order (if applicable)			
k) Evidence of QTS (teachers only)			
l) Statutory induction (for teachers who obtained QTS after 7 May 1999)			
m) Evidence of Section 128 Direction (if applicable)			
n) Disqualification (for work with children up to 8 years old)			
<b>12. Finalise Contract and Input on EPM Portal</b>			
Send copy of application form to EPM to carry out further checks on our behalf.			

### 13. Plan Induction

It is important that a thorough induction is scheduled for the new starter.

EPM Model Induction Policy

### 14. Retention of Documents

All recruitment documents relating to unsuccessful candidates should be kept for 6 months, and then securely destroyed.

Retain a copy of this checklist in the successful candidate's personnel file for record.