

Recruitment and Selection Process

Step 1	Action
<p>Management Team identifies need for Recruitment through review of the Business Plan / Organisation Chart.</p> <p>Or Branch identifies need to recruit Contract staff.</p>	
Step 2	Action
<p>Decision made by Management Team to recruit.</p>	<p>Check relevance of existing Job Description</p> <p>Or Create a Job Description if Job Description is unsuitable or does not exist for a new post.</p>
Step 3	Action
<p>Advertise Job.</p>	<p>Consider using the Job Centre. Newspaper. Newsletter</p> <p>Send out Application Forms or use job centre forms.</p>
Step 4	Action
<p>Applications received</p>	<p>Review Application forms and select candidates for interview.</p> <p>Take telephone applications for candidates applying for experienced scaffolder or 17.5ton driver positions. Move to Step 5.</p>
Step 5	Action
<p>Interview Candidate</p>	<p>Use Interview Form, Application Form and Job Description.</p> <p>Complete Magnum Application form with any missing information if the selection of the candidate was based on a Job Centre Application Form.</p>

Step 6	Action
Select Candidate	Send out letter confirming Job offer subject to satisfactory references Advise unsuccessful candidates after successful candidate is in post.
Step 7	Action
Agree a Start Date.	
Step 8	Action
Take up references for the successful candidate	Use Reference Form. May be completed over the telephone.
Step 9	Action
Induction	Complete Personnel Form and Application Form if the person was selected through a telephone interview. Complete Induction Process sections 1, 2 and 3 as well as the Checklist on Page 3 on first day of employment before employee starts work on site. Complete induction process within two weeks of employment commencing.