

Recruitment and Selection Process

1. Review of job description

- Review and update all position information
- Identify/review job requirements and conditions of employment
- Develop/review selection criteria based on job requirements

2. Advertising

- Decide when and where to advertise
- Prepare job advertisement and Information package for applicants
- Place the advertisement

3. Application Management

- Provide application information kits to as required
- Develop a Recruitment and Selection file or folder for the selection process
- Acknowledge receipt of applications received
- Arrange Selection Panel and arrange dates for shortlisting and interviews

4. Selection Process

- Arrange the Selection Panel
- Shortlist applications
- Determine what method(s) will be used to assess the suitability of applicants
- Schedule interviews/evaluation tasks (if used) and advise applicants of arrangements
- Conduct interviews, evaluation tasks and determine recommended applicant(s)
- Complete reference checks for recommended applicant(s)
- Complete Selection Report and seek approval for recommendation
- Receive Selection Report outcome of decision from the approving authority
- Make job offer (verbal) and prepare letter of offer
- Prepare letters for other applicants i.e. Eligibility List/Unsuccessful applicants
- Finalize recruitment and selection papers and file

For more information visit:

<https://www.coursehero.com/file/29774521/Recruitment-and-Selection-Guidepdf/>