



## **Donnington Partnership Recruitment procedure:**

1. Agree the JD and person spec (to be used as base for short listing from.)
2. Agree employment / management / support structures for person
3. Create application, reference forms and application pack
4. Application pack to include:
  - a. Standard covering letter
  - b. Application form (including monitoring sheet if appropriate for organisation)
  - c. Job description
  - d. Person specification
  - e. Recruitment information
  - f. Any additional material should be provided by the manager
5. Decide on how post will be advertised
6. Agree wording for advertisements (press / poster / email)
7. Advertise post giving closing date and if possible interview date
8. Receive applications and short list those to be interviewed
9. Put together an interview panel
10. Agree questions, format of interview and decision making
11. Invite candidates to interview & send for references
12. Interview – offer post to successful person before rejecting others
13. Offer feedback to unsuccessful candidates.
14. CRB check – send off
15. Agree induction process
16. Induct new worker, agree any training support needs.
17. Give ongoing management support and direction, including formal probationary period appraisal.

**This policy was adopted by Donnington Partnership Trustee Board**

**Signed:.....on behalf of the Trustees**

**Print Name..... Date.....**