**This checklist is designed to help you navigate the recruitment process and detail where the paperwork needed can be found.**

|  |  |  |
| --- | --- | --- |
| Recruitment Stage/Action | Weblink | Complete  /Comments |
| Vacancy & Advertising | [How to manage and advertise a vacancy](https://www.falkirk.gov.uk/employees/policies/how-to/manage-vacancy.aspx) |  |
| Find out/create Post ID | [MyView](https://www.falkirk.gov.uk/employees/myview/) to find out (My People)  [HR Forms Plus](https://inside.falkirk.gov.uk/systems/hr-forms.aspx) (to create) |  |
| Use existing job profile or create new if needed | [Jobs@Falkirk](https://inside.falkirk.gov.uk/systems/jobs-at-falkirk.aspx) | [hrhelpdesk@falkirk.gov.uk](mailto:hrhelpdesk@falkirk.gov.uk) |
| Use existing or create new advert | [How to manage and advertise a vacancy](https://www.falkirk.gov.uk/employees/policies/how-to/manage-vacancy.aspx) |  |
| Complete Recruitment advertising request | [HR Forms Plus](https://inside.falkirk.gov.uk/systems/hr-forms.aspx) | [Staffing.recruitment@falkirk.gov.uk](mailto:Staffing.recruitment@falkirk.gov.uk) |
| Selection |  |  |
| Manage vacancy on Talentlink | [Talentlink process guidelines](https://intranet.falkirk.gov.uk/systems/payroll-and-personnel/talentlink/) | [Staffing.recruitment@falkirk.gov.uk](mailto:Staffing.recruitment@falkirk.gov.uk) |
| Shortlist | [How to Shortlist](https://www.falkirk.gov.uk/employees/policies/how-to/shortlist-for-interiew.aspx) |  |
| Send regrets to unsuccessful candidates including specific feedback for GIS candidates | [Talentlink process guidelines](https://intranet.falkirk.gov.uk/systems/docs/talentlink/Managers%20Talentlink%20Guidance%20Notes%20-%20Sep%2019.pdf?v=201910071351) |  |
| Send interview invites on Talentlink | [Talentlink process guidelines](https://intranet.falkirk.gov.uk/systems/payroll-and-personnel/talentlink/) |  |
| Send Teams interview details | [How to set up virtual interviews](https://www.falkirk.gov.uk/employees/policies/docs/hr/how-to/How%20to%20set%20up%20virtual%20interviews.pdf?v=202101051349) |  |
| Interview | [How to carry out interviews](https://www.falkirk.gov.uk/employees/policies/how-to/interviews.aspx) |  |
| Interview preparation | [How to carry out interviews](https://www.falkirk.gov.uk/employees/policies/how-to/interviews.aspx) |  |
| Interview paperwork | [Interview Assessment Record](http://www.falkirk.gov.uk/employees/forms/docs/recruitment-selection/Interview%20Assessment%20Record.doc?v=201906241045)  [Interview Scoring Matrix](http://www.falkirk.gov.uk/employees/forms/docs/recruitment-selection/Interview%20Scoring%20Matrix.doc?v=201906241048) |  |
| Recruitment Checks – use recruitment checklist to record | [How to Carry Out Recruitment Checks](http://www.falkirk.gov.uk/employees/policies/docs/hr/how-to/How%20to%20carry%20out%20recruitment%20checks.pdf?v=201906211607)  [Recruitment Checklist](http://www.falkirk.gov.uk/employees/forms/docs/recruitment-selection/Recruitment%20Checklist.pdf?v=201906201152) |  |
| Interview Outcomes |  |  |
| Send regrets to unsuccessful candidates including specific feedback for GIS candidates | [Talentlink process guidelines](https://intranet.falkirk.gov.uk/systems/payroll-and-personnel/talentlink/) |  |
| Contact preferred candidate |  |  |
| Complete Recruitment Checks – use recruitment checklist to record | [How to Carry Out Recruitment Checks](https://www.falkirk.gov.uk/employees/policies/how-to/recruitment-checks.aspx)  [Recruitment Checklist](https://www.falkirk.gov.uk/employees/forms/#recruitmentandselection) |  |
| Offering employment |  |  |
| Once all checks are back, agree a start date at least 2 weeks in future to allow S&R time to issue the contract in advance of start date as per legal requirements | [Recruitment & Selection Policy](https://www.falkirk.gov.uk/employees/policies/recruitment-selection-policy.aspx) |  |
| Complete New Appointment form on HR Forms Plus and make sure this is authorised | [HR Forms Plus](https://inside.falkirk.gov.uk/systems/hr-forms.aspx) |  |
| Payroll will create employee number | [payroll@falkirk.gov.uk](mailto:payroll@falkirk.gov.uk) |  |
| Offer letter will be issued via email by Staffing & Recruitment | [Staffing.recruitment@falkirk.gov.uk](mailto:Staffing.recruitment@falkirk.gov.uk) |  |
| New Employee prestart date tasks for manager |  |  |
| Use induction checklists to ensure all is in place – this helps you to organise IT equipment, log ins etc | [Induction Checklists](https://www.falkirk.gov.uk/employees/forms/#recruitmentandselection) |  |
| Induction |  |  |
| Use first day checklist as well as the induction pack to help you prepare | [Induction pack](https://www.falkirk.gov.uk/employees/policies/employee-development/docs/Induction%20pack%20-%20a%20manager%27s%20guide.docx?v=202208111509) |  |
| Confirm start date on HR Forms Plus to ensure employee is paid correctly | [HR Forms Plus](https://inside.falkirk.gov.uk/systems/hr-forms.aspx) |  |
| Book employee onto next Corporate Induction | You will receive an email about this |  |
| Ongoing |  |  |
| Good Conversations | [Good conversations](https://www.falkirk.gov.uk/employees/policies/employee-development/docs/Good%20Conversations.docx?v=202202161324) |  |
| OLLE | <https://app.tessello.co.uk/Falkirk-Olle/login/> |  |
| Upload pack to MyView | Make sure you create the [recruitment pack.](https://www.falkirk.gov.uk/employees/policies/docs/hr/guidelines/How%20to%20Prepare%20a%20Recruitment%20Check%20Pack.pdf?v=202006091302) If S&R supported your recruitment, make sure you give them the documents to create the pack. |  |