

How To Prepare a Recruitment Check Pack



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How to prepare a Recruitment Check Pack for all candidates

A recruitment check pack should be prepared for every candidate who is due to attend an interview. This helps ensure that all the documents relating to the recruitment are correctly held for audit purposes and that the successful candidate can be progressed quickly to the recruitment checks stage. Please do not use staples as paperwork for the successful candidate will be scanned. Use a separate poly pocket or folder for each candidate. Once complete, the pack should include (in this order):

1. [A recruitment checklist](#). The version needed will depend on the checks required for the candidate and post. Please refer to the [Recruitment & Selection policy](#) for further information. This must be completed in full and the checklist signed by the Chair.
2. Candidate's application form printed from Talentlink.
3. Copies of Right to Work ID, qualifications, professional registration documents where required. Basic guidance on acceptable documents is provided on the recruitment checklist. Please ensure you, or the person photocopying documents on your behalf, are aware of Recruitment & Selection guidelines. Refer to the [Safer Recruitment e-learning course on OLLE](#) if needed.
4. Disclosure Scotland additional ID (if applicable). See the recruitment checklist for guidance. If you have not asked that candidates bring this to interview, you will need to ensure you obtain this as soon as possible for your preferred candidate(s).
5. Interview assessment record, matrix and shortlisting information. See Recruitment & Selection Policy for guidance. You must ensure that no other candidate information is viewable as the preferred candidate's pack will be uploaded to their electronic personal file.

Preferred Candidate

When you have selected your preferred candidate you should:

1. Tick yes in the preferred candidate box on the front of their recruitment checklist to clearly identify the successful pack. If an internal candidate,

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please also tick to confirm if the appointment is being made on a Secondment basis.

2. Complete the recruitment checklist in full and ensure the form has been signed by the Chair of the interview panel.
3. Check that the pack contains all relevant paperwork and supporting documents/ID.
4. You must also update the preferred candidate(s) status on Talentlink to “offered”. Guidance on this, and how to request references via Talentlink is available on Inside Falkirk.

If the Staffing & Recruitment team has agreed to progress the recruitment on your behalf, scan the pack in full and email to staffing.recruitment@falkirk.gov.uk. The Staffing & Recruitment Team will check/progress any outstanding recruitment checks and contact the recruiting manager once complete. **Please ensure that candidate packs are clearly marked and separated before sending.**

It is your responsibility as recruiting manager to ensure that all recruitment checks are both complete and acceptable before processing a New Appointment on HRFOL+ or providing a start date to the S&R team.

Unsuccessful Candidates recommended for Casual/Supply

If a candidate has been unsuccessful for the main recruitment post, but you wish to recommend that they are added to the equivalent casual/supply register, you should:

1. Complete Part A of the recruitment checklist with the casual post information.
2. Follow the Preferred Candidate guidance above.
3. After updating the candidate’s status on Talentlink, email staffing.recruitment@falkirk.gov.uk the details of the new casual post for the candidate so the Preferred Candidate offer letter can be issued correctly.

Unsuccessful Candidates (not recommended for Casual/Supply)

As recruiting manager you should keep all paperwork for unsuccessful candidates securely for 6 months then destroy this confidentially. If the Staffing & Recruitment team has agreed to hold this information on your behalf, you should:

1. Tick no in the preferred candidate box on the front of the recruitment checklist.
2. Check that the pack contains all relevant paperwork, interview notes and supporting documents/ID as detailed on your completed recruitment checklist and that the checklist has been signed by the Chair of the interview panel.
3. **Once you are happy you no longer need the information to support feedback to candidates**, send to the Staffing & Recruitment team. These should always be in a single envelope, marked at the top with the Post ID, job title, interview date and “unsuccessful”.

The envelope will be filed unopened and held for 6 months then confidentially destroyed. Please do not enclose any other paperwork such as successful candidate information or candidates recommended for casual/supply as these will not be progressed.

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Additional Information:

FORMAL OFFERS AND NEW APPOINTMENTS MUST NOT BE MADE UNTIL ALL RECRUITMENT CHECKS ARE COMPLETE. PLEASE ENSURE DOCUMENTS ARE CORRECTLY VERIFIED & THE CHECKLIST IS FULLY COMPLETE AND SIGNED. INCOMPLETE CHECKLISTS OR PACKS CANNOT BE ACCEPTED.

ONCE COMPLETE PLEASE UPLOAD THIS PACK TO THE EMPLOYEE'S ELECTRONIC PERSONAL RECORD VIA MYVIEW.

IF THE S&R TEAM HAS AGREED TO PROGRESS THE RECRUITMENT ON YOUR BEHALF THE S&R TEAM WILL UPLOAD THE PACK TO THE EMPLOYEE'S ELECTRONIC PERSONAL RECORD ONCE COMPLETE. PLEASE ENSURE THE PACK IS PROVIDED TO THE S&R TEAM AS SOON AS POSSIBLE TO PREVENT DELAYS.

All S&R guidance can be reviewed and updated at any time. If there is any other information or guidance you'd like to see here, please let us know on staffing.recruitment@falkirk.gov.uk