



Recruitment Procedure Notes

Recruitment:

The process of employing staff including writing job descriptions, advertising, interviewing taking up references and offering contracts.

Job Description:

Sets out the purpose and function of the job. It has to be an attractive offer and it has to reflect where our business is and where it is going

An info pack should be sent to interested parties on applying for a job, it should include the full job description together with more general info about the organisation and the application form.

Job Description to include:

1. Job title
2. Grade / rate of pay
3. Hours of work
4. Main location
5. Purpose of job
6. Main duties and tasks - helpful to distinguish from regular, intermittent duties and 'such other duties as may be required by the manager'.

Person Specification:

Sets out the personal skills qualifications, abilities and experiences you look for in the recruitment and selection process. It can help prep questions for selection interviews.

Person Specification includes:

- Relevant experience
- Qualification / training /education
- Skills and abilities
- Personal attributes
- General and specific knowledge

Rank items according to job ie,

A - Essential

B - Desirable

C - Advantageous

AVOID terms - mature, energetic, age range, minimum number of years experience

MORE INFO - www.ACAS.co.uk

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Ref material

Aguide to training and professional Development (Apr 06 - Mar 07) Helpline / Dev workers - 01962 813887 Hants County Council