



**WHITEHILL
TOWN COUNCIL**
Serving Whitehill & Bordon

Recruitment Procedure Policy

Recruitment Procedure

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Step one - Develop Position Description

Approve to advertise the position and consider the following:

Review the role and decide if there are any changes required, ascertain tasks and responsibilities performed by the previous person which may not or should not be performed by the new person. Review the current job description.

- Carefully evaluate any changes needed for the following:
- Level required performing these tasks & considering the appropriate level of education.
- Tasks carried out by the previous employee
- Budget/finance responsibility
- Working hours
- Salary & benefits

A position description is the core of a successful recruitment process. It is used to develop interview questions, interview evaluations and reference check questions.

Step two - Implement Recruitment Plan/ Advertise vacancy

The Council to agree on the cost, advertise resources and duration of posting period of the advert. Review previous job advert and make any necessary changes to include:

- General Information
- Position Purpose
- Essential Functions
- Minimum Requirements
- Preferred Qualifications
- Confirm the National Scale Pay Level

A well-written position description:

- Provides a first impression of the place of work to the candidate.
- Clearly articulates responsibilities and qualifications to attract the best suited candidates.
- Provides an opportunity to clearly articulate the value proposition for the role.
- Serves as documentation to help prevent, or defend against, discrimination complaints by providing written evidence that employment decisions were based on rational business needs.
- Update the job description to include the relevant project work and current village activity plans to seek out experience and knowledge.

Step 3 – Review Applicants and Develop Short List

Clerk to circulate the applications received to the nominated councillor(s) from the Executive Committee (Staffing Committee) who will form the interview panel will make the overall decision on the selection process and develop a short list.

Step 4 – Select an Interview panel & Conduct Interviews

This panel should include three councillors who agree to attend each interview until the successful candidate has been appointed. Clerk to arrange a suitable venue for the interviews and contact the selected candidates to organise a schedule of timings for the council and interviewees.

To allow up to 1 hour per interview with questions already prepared for the interview panel and equipment is set up in readiness for the interviewee to give a presentation to the panel on a subject already specified in the job application pack. An interview may be scheduled for more than one evening depending on how many applications were received.

Step 5 - Screening & Selection

Applications are reviewed by the interview panel and a selection conducted merit of first, second and third choice just in case circumstances have changed for the first choice and are unable to take on the position. The interview panel would consult with the other members of the Executive Committee (staffing committee) who would ask the current Clerk to contact their first choice and if appointed the other unsuccessful applicants should receive a correspondence to notify them of the outcome by the current Clerk within five working days of the interview date.

Step 6 - References & Criminal Act Disclosure

The selected appointment is to be agreed by the Executive Committee at the next Executive Committee meeting under the Confidential session of the meeting to allow for personal information to be disclosed. This information should be included in the minutes with the agreed employment details of their appointment. This would be subject to the outcome of the checked references and the Criminal Act Disclosure data which would be conducted prior to their appointment date.

Step 7 - Start Date & Handover Period

A start date to be organised and a handover period to be agreed with the previous Clerk which should include: full details of the role, finance, investments, contracts, land lease documents, audit information, history current activities of projects and town activities.