

## Recruitment Process Analysis

Stage	Description	Supervisor	Manager	HR	External Relations	Applicants	Finance/Payroll
1	Job/Person Spec Drafted/Updated	RW					
2	Advertisement Drafted	RW					
3	Request to Fill Vacancy Completed	W					
4	Request to Fill Vacancy to Budget Holder	W					
5	Budget Holder Approval		A				
6.1.1	Job/Person Spec sent to HR	W					
6.1.2	HR Place Advert on HR Web Pages			W			
6.1.3	HR Duplicate Job/Person/Recruitment Info			W			
6.2.1	Advertisement sent to Ext Relations			W			
6.2.2	Ext Relations Advertise in media				EW		
7.1	Applicants submit written info requests					W	
7.2	Applicants submit telephone info requests					W	
8	HR logs info in Applications System			W			
9	HR runs label printer to send Job Info to Applicants			W			
10	Web Applicants download hard copy form and details					W	
11	Applicants complete forms					W	
12	Applicants submit forms to HR					W	
13	Applicant details logged into Applications system			W			
14	Pt 2 EO Info detached for EO data collection			W			
15	Application List generated from Applications System			W			
16	Interview pro-forma prepared for panel chair			W			
17	HR sends documentation to panel chair			W			
18	Chair/Supervisor select shortlist	REW	RAEW				
19	Chair completes pro-forma and sends to HR		RW				
20	HR writes/calls shortlist candidates			W			
21	Shortlist Applications duplicated			W			
22	Papers sent to Panel (EO details to Chair)			W			
23	Interviews held	W	W				
24	Selection decision made	REW	RAEW				
25	Chair makes verbal offer to candidate		RAW				
26	Candidate accepts					RAW	
27	Chair sends documentation to HR		W				
28	HR sends offer letter to candidate			W			
29	Candidate accepts					RAW	
30	Candidate returns documents to HR					W	
31	Employee details logged into HRMS			W			
32	Employee details sent to Finance/Payroll			W			
33	Employee entered into Payroll system						W

**R = Responsibility**  
**A = Authority**  
**E = Expertise**  
**W = Work**