# Recruitment and Selection Planner

Use this schedule to help you plan the steps in the recruitment and selection process.

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| **Activity** | **Responsibility** | **By when** | **Comment** |
| Write/review job description |  |  |  |
| Write/review person specification |  |  |  |
| Decide on selection methods |  |  |  |
| Decide where you will advertise/ publicise the job and how it will appear |  |  |  |
| Devise/select application form |  |  |  |
| Agree application deadline |  |  |  |
| Advertise |  |  |  |
| Send out job details and application form |  |  |  |
| Paper screen to draw up shortlist |  |  |  |
| Send out rejection/invitations for first stage of selection |  |  |  |
| Interview and/or use other selection methods |  |  |  |
| Make decision |  |  |  |
| Make offer to successful candidate |  |  |  |
| Inform unsuccessful candidates |  |  |  |
| Offer feedback to all candidates |  |  |  |
| Take up references from successful candidate |  |  |  |
| Agree start date |  |  |  |
| Devise induction |  |  |  |