

## **Item 7b - Draft Recruitment Process:**

### **Advertising:**

- ✓ Rutland Times/Rutland Mercury
- ✓ Websites (UTC / Love Uppingham)
- ✓ Social Media (Facebook / Twitter / Next Door)

### **Selection Process:**

- ✓ Initial sift against job description desirable/essential skills
- ✓ Shortlist for first interviews
- ✓ **First round interviews:**
  - 30/45 minute interview maximum with mixture of competency based questions and open questions to get to know candidates
  - IT skills test including Microsoft Word and Excel primarily, possibly Powerpoint too
  - Matrix based assessment post interview to establish shortlist for round 2 of interviews
- ✓ **Second round interviews:**
  - 30/45 minute interview revisiting some of the points from the first interview feedback by interviewees and incorporating some more detailed competency based questions
  - Matrix based assessment post interview to establish best two candidates ahead of making a verbal offer
  - Ensure right to work in GB (passport copy), notice periods, references and other good stuff to have covered before making a verbal offer
- ✓ **Offer stage:**
  - Issue offer letter
  - Secure agreement on the first offer ahead of communication to the second preference
  - Clarify detail in the offer by a face to face meeting and run through contract of employment and individual terms

### **Interview panel:**

Clerk and 2 members – maximum of 3

### **Timeline (allowing for staffing committee recommendation and appoint at FC):**

- ✓ April – Advertise
- ✓ May/June – First and second round interviews
- ✓ June – Offer and agree start date
- ✓ July / Aug – commence employment