

This Document will help you navigate through the Recruitment process and help to ensure that all relevant documents are completed. All Documents can be found on the Cloud>HR>Recruitment procedure

My one stop recruitment shop

Recruitment process

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Table of Contents

Recruitment Process for Padda Care	2
Recruitment Authorisation Form (RAF)	3
Interview Template	4
Offer of Employment	7
4, 8 & 12 Week Review	8
Bibliography	9

Recruitment Process for Padda Care

Hiring Managers Responsibility

- When the hiring Manager determines a vacancy has arisen (due to backfill or business changes), a [RAF form](#) needs to be completed and sent to HR for sign off. RAF forms can be found in: Cloud>HR>Recruitment procedure

HR Responsibility

- Once [RAF form](#) has been signed by all parties, an advert will be placed, on all of our social media platforms, paddacare.com/careers, job centre, We Care Wales and Indeed.

Hiring Managers Responsibility

- All application will be sent directly to the Hiring Managers inbox and Hiring Managers will be responsible to organise and conduct interviews using [interview templates](#) (Cloud>HR>Recruitment procedure). All completed interview templates must be saved on to cloud in designated folders (Cloud>HR>Recruitment>Roles).

Hiring Managers Responsibility

- When the decision has been made to offer the role to the candidate, the Hiring Manager is to verbally offer the candidate the position. If the candidate accepts the position, the Hiring Manager must complete an [Offer of Employment form](#) (Cloud>HR>Recruitment procedure) must be completed and sent to HR.

HR Responsibility

- HR will contact the candidate to process all the relevant paperwork. All DBS and references will be sent for, relevant department training will be allocated (e-learning), and a welcome email will be sent to candidate with the Hiring Manager cc'd in. When all the relevant checks are done, and critical E- Learning modules have been complete HR will advise the Hiring Manager that a start date can be arranged with the candidate.

Hiring Managers Responsibility

- Manager to contact the candidate to agree on a start date after consulting with HR. Once this has been agreed email is to be sent to HR to confirm start date and schedule induction.

- New Employee starts

Hiring Managers Responsibility

- Hiring Manager will ensure that E-Learning Modules are complete by the new employees 12 week review and no later (this has been added to the review form)
- Hiring Managers will ensure that all [4, 8 & 12 week](#) probation reviews are conducted with new employee.

Recruitment Authorisation Form (RAF)

Private and Confidential			
Recruitment Authorisation Form - Padda Care Companies			
Line Manager			
Line Manager Job Title			
Vacancy Details			
Job Title			
Reason for Vacancy (if leaver please capture name of colleague)			
Salary of current role		Salary of departing incumbent	
Is the role within the latest budget or forecast? (Finance to verify) . If no please provide further detail about how the role will be funded.			
Impact to the business/team if not filled			
Contract type	Permanent	Duration (if Fixed term or contractor)	
Hours	Full Time	If part time, total hours per week	
Location of role	Treforys		
Additional Comments			
Will this role increase the budgeted/forecast headcount in the department? Finance to verify			
If the role does increase headcount, is there capacity for desk space?			
Any additional Information			
Approval			
1) Head of Department		4) Managing Director	
2) HR Manager			
3) Finance Officer			
Once sign off is complete, pass to the People Team who will contact the hiring line manager to commence the recruitment process			

INTERVIEW GUIDE TEMPLATE



CANDIDATE NAME		CONDUCTED BY	
INTERVIEW DATE		INTERVIEW START TIME	
		INTERVIEW END TIME	
POSITION TITLE		POSITION DEPARTMENT	
DESCRIPTION OF POSITION BEING FILLED			

INTRODUCTION

- Welcome the candidate.
- Introduce all interview participants by name and title.
- Describe the company.
- Explain the job.
- Explain the interview process.

INTERVIEW QUESTIONS

PERSONAL RAPPORT
What attracted you to this career opportunity?
How does this role fit your long-term career goals?
As you walk us through your resume, highlight key experiences that demonstrate your strengths in relation to this position.

JOB-SPECIFIC INQUIRIES

Describe your experience directly related to the position: accomplishments, strengths, improvements.

Describe your experience indirectly related to the position – how does this experience make you a good candidate?

TIME MANAGEMENT: How do you make decisions when prioritizing tasks? Tell us about an experience when time management was a factor and how you dealt with a tight or fluctuating project timeline.

TEAMWORK: Do you have experience working alone or as part of a team? How have others been affected by your work? Describe a task or project completed as part of a team – describe your role and any challenges.

PROBLEM SOLVING: Describe an instance of overcoming a problem and what was learned from this experience.

WORK SCHEDULE: Are there any restrictions to your working availability?

POSITION
SCHEDULE

PHYSICAL CAPABILITIES: Are there any restrictions to completing the physical requirements of the position?

PHYSICAL
CAPABILITY
REQUIREMENTS

SALARY: What are your salary expectations?

AVAILABILITY: If offered the position, when are you available to begin work?

Do you have any questions about the company or the position?

CONCLUSION

- Verify applicant contact information.
- Verify that reference contacts have been submitted.
- Describe how a decision will be communicated and an expected date of decision.
- Thank the applicant for their time.

EVALUATION

Interviewer is asked to complete the following evaluation upon conclusion of the interview.

CANDIDATE NAME		CONDUCTED BY	
INTERVIEW DATE		INTERVIEW START TIME	
		INTERVIEW END TIME	
POSITION TITLE		POSITION DEPARTMENT	

COMMENTS

Provide any additional comments to support your assessment and recommendation.

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RECOMMENDATION

RECOMMEND FOR HIRE		NOT A MATCH		DECISION NOT YET MADE	
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SIGNATURE

INTERVIEWER NAME	TITLE	SIGNATURE	DATE



Offer of Employment Form

This form confirms the details needed to issue a formal offer of appointment. We need the Interview Assessment Summary form to notify other candidates of the outcome of their interview.

Job title and department:

Name of appointee:

Has a verbal offer been made? Y / N If yes, offer made by:

Contract details

Start date: End date (if fixed term):

The start date should normally be the designated starter day (Please see calendar).

Grade/Position: Salary/Hourly Rate:

Contract hours: Full-time / Part-time Part-time FTE / hours of work:

Your name:

Signature:

Department:

Date:

What to do next

- Email this form with the **Interview Assessment Summary** form to your HR Department.

4, 8 & 12 Week Review



4, 8 & 12-week Review Form

Name:	
Person conducting Review:	
Date:	
What Review is being completed?	

How is the employee doing?	
What do they like or dislike about their role?	
Any Issues that the employee feels they need to discuss.	
Any issues that the manager would like to raise.	
Current outstanding Training due before 12 weeks (about 3 months) sign off.	

Managers Signature

Date

Employees Signature

Date

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