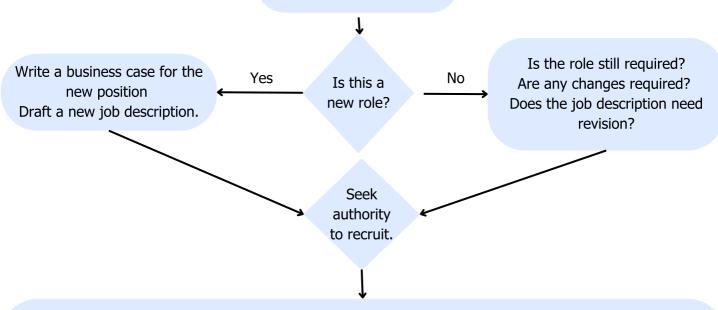


# Recruitment Flow Chart for Parishes

# Vacancy arises



Decide and agree who is involved, closing date, date for shortlisting and interviews.

Write a job advert - design the advert.

Decide where to advertise - consider social media options, parish magazine, local noticeboards, eNews etc.

Place advert and schedule for the whole recruitment process. Share with people involved.

## After closing date

Collate applications, put together a shortlist grid based on the job description criteria.

#### **Shortlisting**

Carry out shortlisting, decide who to interview and who is unsuccessful.

### Invitation and rejection

Issue interview invites to candidate (usually allow seven days notice). Issue rejections emails/letters to unsuccessful candidates.

#### **Pre interview**

Interview panel to agree any practical tests required and plan interview questions.

#### **Panel Pack**

Put together a pack including: application form/CV, interview questions, job description, exercise brief and schedule interview timings.



