

Appendix 2

1. Policy Statement	Provides a clear framework that guides decision making and actions around recruitment within our organisation. Why we have it and what it will achieve.
2. Recruitment Toolkit for managers	This will be formed of pages within a toolkit on MyCouncilWorks. Divided into the relevant different steps of the process which can be accessed at the relevant time by the recruiting manager.
3. Training for recruiting managers	LEON eLearning course Behavioural interviewing workshop Unconscious bias and neurodiversity as part of the recruitment process.
4. Recruitment timeline	Purpose is to provide recruiting managers with a list of the key activities they will need to undertake as part of the process and how long these can take to allow them to be planned and organised when recruiting to a post.
5. Job Description and Person Specification (JDPS)	A revised format which is branded with the new recruitment design. Streamlined to be more appealing to candidates and removal of 'word heavy' content and use of jargon. Connect for Success principles used front and centre to set the tone and guide the process. Principles added to the Person specification to allow these to be measured.
6. Guidance on reviewing and creating a JDPS	Guidance to support the recruiting manager to think before advertising their post about whether the role is fit for purpose as it stands. Encouraging thought to WFP, agility and service design processes.
7. Guidance on Shortlisting candidates	Guidance to talk managers through the shortlisting process including the weighting approach to be used. This is to allow the most critical aspects of a role are given appropriate emphasis during the candidate evaluation process. Weighting to be agreed by panel in advance of the shortlisting process. Applicants will be scored within the iTrent recruitment portal against the criteria within the person specification.
8. Guidance on assessing interview candidates	Guidance on structuring the interview and the use of a range of interview questioning techniques. How to apply the STAR method and use of probing to support our approach by getting the required information to inform selection decisions. Information of how to apply the Connect for Success behavioural question approach along with example questions at entry middle and senior level.

	Including guidance on scoring the interview.
9. Interview assessment template	Detailed template to support the scoring and record notes informing recruitment decision.
10. Guidance on reasonable adjustments for recruitment	Guidance which outlines the options for reasonable adjustments as part of the process and support available for recruiting managers.
11. iTrent system and process	The recruitment and onboarding module will manage the process through improved application process, retaining previous applicant information, scoring within the system itself against person specification criteria for application and interview process, automated transfer of successful candidate information into the onboarding process and online management of onboarding processes such as bank details, AUP and contractual information.