

## Recruitment Responsibility checklist

This checklist supplements Children's Services and corporate new starter arrangements which can be found at <https://www.dudleycpp.org.uk/inductionpack>

Type of recruitment	Task	Vacancy line manager	Centre for Professional Practice
<b>ASYE campaign.</b>	Upload vacancy in Talent link and make any other arrangements for promoting the campaign		
	shortlist and record selection in talentlink, arrange invitations to selection activities.		
	Ensure applicants are requested to bring documents to interview (see HR advice note)		
	Arrange interview time and venue, and other panel members		
	Enlist young people for YP selection activity		
	Arrange venue, transport if required, and payment for YP selection activity		
	Arrange facilitation of YP panel (toolkit in development)		
	Interview panel make appointment decisions based on all selection activities.		
	Successful applicants matched to vacancies in the establishment. Where possible this is completed in consultation with vacancy line managers		
	Handover meeting between CPP manager and vacancy line manager to transfer recruiting manager responsibilities.		
	Contact maintained with HR recruitment to progress pre-employment checks.		
	When checks are complete negotiate start date with successful applicant		
	Arrange IT access and equipment ahead of start date		
Invite new member of staff in to visit the office and team before starting where possible.			

	Make induction plan to include meet and greet on the first day, manager's induction checklist activities and shadowing etc.		
	Create LCS e-learning account		
	Provide information to new starter about mandatory induction training including support for LCS e-learning		
	Request LCS access from ICT when e-learning complete		
<b>General Recruitment</b>	Upload vacancy in Talent link and make any other arrangements for promoting the campaign		
	Provide proposed interview date to CPP if YP panel is required.		
	shortlist and record selection in talentlink, arrange invitations to selection activities.		
	Ensure applicants are requested to bring documents to interview (see HR advice note)		
	Arrange interview time and venue, and other panel members		
	Enlist young people for YP selection activity		
	Arrange venue, transport if required, and payment for YP selection activity		
	Arrange facilitation of YP panel (toolkit in development)		
	Interview panel make appointment decisions based on all selection activities.		
	Successful applicants matched to vacancies in the establishment. Where possible this is completed in consultation with vacancy line managers,		
	Contact maintained with HR recruitment to progress pre-employment checks.		
	When checks are complete negotiate start date with successful applicant		
	Arrange IT access and equipment ahead of start date		

	Notify CPP about new starter to enable LCS training account to be set up		
	Make induction plan to include meet and greet on the first day, manager's induction checklist activities and shadowing etc.		
	Invite new member of staff in to visit the office and team before starting where possible.		
	Provide information about mandatory induction training including support for LCS e-learning		
	Request LCS access from ICT when e-learning complete		