# Resourcing and Talent Procedure

## Recruitment, Appointment and Induction

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| **Version Control** | **Changes Made** | **Author** |
| Version 1  Dec 2024 | Rebranded, reviewed team names, and formatted. | Ollie Wruight  Resourcing and Talent |

### Purpose

This procedure applies where people are being recruited to posts with the Service and should be read in conjunction with the Recruitment, Appointment and Induction policy.

The procedure is intended to support managers and applicants with the aim of ensuring timely recruitment and induction to help maintain council services.

### Process

1. **Vacancy Management**

Recruiting managers are responsible for ensuring consideration is given to alternative resourcing options and that the relevant approval is obtained before commencing recruitment to a vacant post.

1. **Recruitment Advertising and Selection**

All advertising and selection procedures must conform to Equality legislation and be fair and transparent. The procedures followed will also ensure that employees who may be at risk of redundancy or are unable to continue in their current role due to illness or disability, are able to secure alternative employment within the council.

Recruiting managers are expected to maintain accurate written records throughout the recruitment process.

1. **Appointment – Pre-employment checks**

Offers of employment are subject to the satisfactory completion of pre-employment checks and managers must not allow applicants to commence employment before these are confirmed.

1. **Induction**

The Induction process should be followed to enable people to become engaged in their work in the Service.

1. **Process**

Detailed guidance is provided to enable managers and employees comply with this procedure. This can be found in the **Resourcing and Talent Gudiance** document.

### Responsibilities

Managers will:

* Ensure there is at least one appropriately trained person on the selection panel and that others engaged in the recruitment process have read and understood the policy and guidance
* Maintain accurate written records of selection procedures for all applicants
* Treat all applicants fairly
* Be prepared to give unsuccessful applicants constructive feedback
* Seek advice from Resourcign and Talent where necessary

Resourcing and Talent will:

* Provide advice and support to managers and employees where necessary
* Work closely with managers and applicants to ensure all recruitment is administered in a timely manner to reduce delays to appointments

Should further clarification be required in relation to the process please contact the Resourcing and Talent team.