

November 2012

Sevenoaks Town Council

Recruitment Policy

- i) All new posts, including budget to be approved by Personnel Committee prior to commencement of recruitment.
- ii) Any vacancies created by staff departure either planned (retirement / end of contract) or unplanned to be notified to the Chief Executive and approval sought for recruitment procedure to commence.
- iii) Application forms / Equal Opportunity forms / Job Specifications to be prepared.
- iv) Post to be advertised internally for 2 weeks if existing staff are likely to have necessary skill set.
- v) Post to be advertised externally via job websites – in order that advertising costs are kept to a minimum.
- vi) Applicants advised to write on outside of application ‘Private and Confidential – Job Application for (name of post)’
- vii) On closing date or near as possible, applications to be photocopied and distributed to interview panel for selection for interview.
- viii) At interview, notes to be made and filed confidentially for reasoning for successful and unsuccessful candidates.
- ix) References and CRB checks where appropriate to be obtained.
- x) Written contract provided.
- xi) On start date induction process to take place and documents including Employee Handbook and Health and Safety Handbook to be provided.
- xii) Review of progress after 1 month. Guidance on initial aims and objectives.
- xiii) End of probation meeting at 6 months
- xiv) Appraisals and review of objectives follow at 6 monthly intervals.
- xv) When staff vacancies arise, where appropriate and for positions in a non-supervisory role, apprentices are to be recruited.