**Recruitment – A Practical How-to Guide for Line Managers**

Line Managers may get involved in recruiting for positions within their team. When recruiting for a particular role ensure the following:

* Locate the current job description and person specification for the role.
* Review the job description. Have any elements of the role changed since you last recruited? If so, amend the job description as necessary
* Advertise the role internally or externally as applicable.
* Identify if a standard interview structure is available for the role and, if not, review the job description to identify the key competencies and decide on suitable questions which will help you to evidence skill in that particular competence
* If using a recruiter, ensure they have a copy of the up-to-date job description and person specification to identify candidates that closely match the criteria.
* If a recruiter is not used, ensure to evaluate candidate CVs using the current job description and person specification.
* Once candidates have been identified that closely match the job description and person specification, pre-screening phone interviews or face to face interviews should be arranged with the potential candidates.
* Prepare for the interview:
  + highlight any areas of the candidate’s CVs that need clarifying and ensure you have the job description and standard interview structure available for the interview.
  + Ensure to book an interview room and check for specific arrangement requirements (e.g. disabilities, etc.).

It is best practice to have a second interviewer present during the face to face interview. The second interviewer can help with taking notes. They can also provide a second opinion, making the process more objective and help avoid unintended bias.

Depending on the role, assessment centres and practical tests can form part of the interview process.

**After The Interview:**

* Once all interviews have been completed, interviews should be scored using scoring criteria. If assessments were used, evaluate those as well using the relevant scoring criteria.
* The successful candidate can be identified based on the scores. Arrange a second interview if the first round of interviews could not decide between two strong candidates.
* If no suitable candidate is identified, repeat the process until a suitable person is found.
* Send communication to the successful candidate offering them the role and notify the unsuccessful candidates once you have an acceptance from the successful candidate.
* Request proof of ID and eligibility to work in the UK from the successful candidate.
* Notify HR of the details regarding the position offered so the offer letter and the contract of employment can be sent out in due course. HR should set up the employee on the internal system (if there is one) and notify payroll.
* Advise the person responsible for IT so the relevant equipment can be ready for the new starter.
* HR should send out the offer letter, contract of employment and welcome pack with information about first day arrangements.
* Ensure robust induction is planned for the new starter’s first day