

Initial Considerations

Preparing to Recruit

When reviewing the post managers should consider:

Does the post still exist in its current format?

Do the workforce requirements continue to meet genuine needs and take account of future organisational change?

Have the duties and responsibilities of the post altered significantly and has the job evaluation process been used to establish the grade?

Is there a need to fill the vacancy at this time?

Have any changes in service/division/team structure affected the post?

What are the budgetary implications of filling the post?

Can the duties be reorganised amongst the remaining team?

There are some other considerations that should be taken into account when deciding to recruit:

Temporary employment

You could look at extending the contract of a current temporary employee to fill a vacancy or advertise for a new temporary post

Use of previous “reserve candidates”

If the post was filled recently there may still be suitable applicants who have been through the recruitment process that you could approach. You can return to the pool of candidates within 6 months following a recruitment exercise. Please contact the recruitment team for advice on how to go about this.

Secondment

It might be possible to fill the post by secondment or offering an acting up opportunity within the service/team

Employees seeking redeployment

All vacancies will be considered for redeployment by the recruitment team before open recruitment is considered. An employee seeking redeployment may prove to be a suitable applicant for your vacancy. Appointing in this way will reduce the time spent recruiting and the associated administration.

When preparing to recruit, you may wish to check whether there are any employees currently seeking redeployment who would potentially match your vacancy.

Agency workers

The use of agency workers should be a position of last resort to cover as “ad hoc occasional use” for staff shortages. It must never be used as an ongoing staffing solution.

After all options have been considered and the decision is made that the post should be advertised and recruited then the next step is to complete the **Advertising Request Form**.

This can be found on **MyNL** under **Recruitment Forms** and should be sent to your HR Business Partner for authorisation once completed by the recruiting manager.

In addition to completing the **Advertising Request Form**, the following steps must be completed:

Review/develop the job advert, job description and employee specification

Where appropriate, submit the recruitment paperwork for job evaluation

Identify the recruitment panel

If you need further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdesk@northlan.gov.uk