



- Recruitment toolkit contains
- ∞ Advert template
  - ∞ Online application form template
  - ∞ Q&A checklist template
  - ∞ Application scoring form template
  - ∞ How to Apply guidance for applicants
  - ∞ Template response for shortlist outcomes
  - ∞ Shortlist panel guidance
  - ∞ Guidance for using prefilter questions
  - ∞ Best practice in shortlisting (UKVI etc)

- Recruitment Policy contains
- ∞ Competency selection rules
  - ∞ Process routes
  - ∞ Rules for use of prefilter questions
  - ∞ Use of agency rules
  - ∞ List of approved agencies
  - ∞ Shortlist panel selection requirements
  - ∞ Shortlisting criteria rules
  - ∞ Permitted filter rules
  - ∞ Rules to ensure anonymisation
  - ∞ Rules to reveal anonymised information