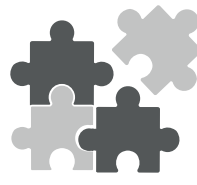




1 PLANNING YOUR RECRUITMENT

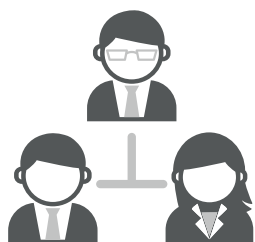


RECRUITMENT
CALCULATOR
PANEL
COMPOSITION

THINKING
ABOUT YOUR
RECRUITMENT

OPPORTUNITY
TO WORKFORCE
PLAN

SUCCESSION
PLANNING
SKILLS ANALYSIS
CONSIDER YOUR
DEPT./DIVISION
LOCAL PLAN
SCHOOL STRATEGY
VACANCY TYPE:
• LIKE FOR LIKE
• NEW ROLE
• CHANGE IN ROLE



2 DEFINING YOUR ROLE



FLEXIBLE
WORKING
HOURLY/CASUAL
APPRENTICESHIPS

CONTRACT
TYPES

PROFESSIONAL
SERVICES
ROLE PROFILES

SALARY SCALES
CONSIDERING
UKVI IMPLICATIONS
WHEN WRITING
JOB DESCRIPTION

JOB DESCRIPTION
TEMPLATE
PERSON SPECIFICATION
TEMPLATE
HERA



WRITING
JOB DESCRIPTIONS
AND PERSON
SPECIFICATIONS

EXPLORING FLEXIBLE
WORKING
AVOIDING DISCRIMINATION
EFFECTIVE BEHAVIOURS
FRAMEWORK
ESSUS ESSENTIAL VS.
DESIRABLE CRITERIA

ADVERTISING GUIDANCE
ADVERT TEMPLATE
STYLE GUIDE



ADVERTISING

SYSTEM
GUIDANCE:
VACANCY
REQUEST



3 CANDIDATE SELECTION

ROLE IS LIVE
CANDIDATES
CAN APPLY
ONLINE



AVOIDING
UNCONSCIOUS
BIAS

SHORTLISTING
GUIDANCE

PANEL
COMPOSITION
SHORTLISTING
MATRIX
LONGLIST v
SHORTLIST



4 INTERVIEW AND ASSESSMENT

SYSTEM
GUIDANCE:
SHORTLISTING
ONLINE

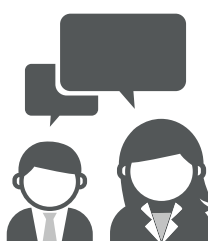


SYSTEM
GUIDANCE:
SCHEDULING
INTERVIEWS

PREPARING FOR
INTERVIEW

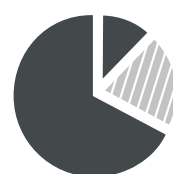


INTERVIEW PREPARATION
PANEL
COMPOSITION
RECRUITMENT AND
SELECTION TRAINING
EQUIPMENT/
ROOM SET UP



COMPETENCY INTERVIEW
GUIDANCE
PROF. SERVICES
COMPETENCYFRAMEWORK
INTERVIEW QUESTIONS

COMPETENCY
INTERVIEWS



EFFECTIVE BEHAVIOURS
FRAMEWORK
ROLE
PROFILES



ASSESMENT
GUIDANCE

GUIDE TO
INTERVIEWING

GOOD PRACTICE
GDPR AND
NOTE TAKING
THE LAW
QUESTIONING
STYLE

REFERENCES
VERBAL FEEDBACK
SUCCESSFUL
UNSUCCESSFUL
RIGHT TO WORK

5 MAKING THE APPOINTMENT

SALARY SCALES
TERMS AND CONDITIONS
VERBAL CONDITIONAL
OFFERS
INDUCTION

SYSTEM
GUIDANCE:
EXTENDING AN
OFFER ONLINE



THE
EMPLOYEE
JOURNEY