



Step-by-Step Recruitment & Staff Management Process

1. Identify Staffing Needs

- **Responsible:** Management + Staffing Sub-Committee
- **Actions:**
 - Review current staff roles and workload.
 - Identify gaps or new roles required.
 - Recommend to Full Council the job description, responsibilities and skills required. Full Council Approval.

2. Plan Recruitment Method

- **Responsible:** Full Council via Staffing Sub-Committee
- **Actions:**
 - Decide on recruitment channels: internal promotion, job boards, agencies, or social media.
 - Prepare timeline and budget.
 - Ensure diversity and inclusion considerations.

3. Advertise Role

- Post job description across chosen recruitment channels.
- Include application instructions, closing date, and expected start date.

4. Application & Shortlisting

- **Responsible:** Staffing Sub-Committee
- **Actions:**
 - Receive applications.
 - Shortlist candidates based on essential and desirable criteria.
 - Maintain documentation for fairness and compliance.

5. Interview Process

- **Responsible:** Town Clerk + Staffing Sub-Committee
- **Actions:**
 - Schedule interviews.
 - Prepare interview questions and scoring matrix.
 - Conduct interviews and assess candidate suitability.

6. Selection & Offer

- Decide the preferred candidate(s).
- Conduct reference checks.
- Extend formal job offer and agree on start date.

7. Pre-Induction Preparation

- **Responsible:** HR/Manager
- **Actions:**
 - Prepare employment contract, IT accounts, workspace (if office-based), and necessary uniform/tools.
 - Share pre-induction materials (policies, handbook, etc.).

8. Induction

- **Responsible:** Town Clerk/Manager
- **Actions:**
 - Introduce company culture, policies, and procedures.
 - Role-specific training.
 - Minor differences based on role location (office vs amenities).
 - Assign mentor or buddy for initial support.

9. Probation Period

- Typical duration: 6-12 months.
- **Actions:**
 - Set clear performance goals.
 - Conduct regular check-ins.
 - Provide feedback and support.
 - Evaluate at the end of probation: confirm, extend, or terminate employment.

10. Ongoing Staff Management

- **Responsible:** Line Manager
- **Actions:**
 - Conduct regular **one-to-one meetings** (monthly/quarterly).
 - Annual or biannual **appraisals**.
 - Monitor performance, training needs, and career development.
 - Recognize achievements and address any performance issues.