

Our Recruitment Pack contains the essential documents for an effective recruitment procedure.

Set out below is an overview of the pack contents. If you would like to a copy of the Pack, please order through Felicity Larter at [flarter@vwl.co.uk](mailto:flarter@vwl.co.uk) or on 0117 314 5606.

## Sample content

**£250+ VAT**

Recruitment Checklist	Action	Date Completed	Completed by (Name/Title)
Draft Job Description			
Draft Person Specification			
Advertisement approved by HR manager			
Advertisement placed			
Rec'd Applications			
- Application Form			
- Job Description			
- Person Specification			
- (Temporary Information)			
Received from Applicant completed:			
- Application Form			
Are there any gaps, inconsistencies or anomalies in the information provided? Is there a need to verify the authenticity of the documentation provided?			
Complete Short Listing Assessment Form			
Proceed with the recruitment?			
Short Listing Panel			
Appoint interview panel and distribute copies of:			
- Application Form			
- Job Description			
- Person Specification			
- Details of job (job, duties, previous employers etc.)			
Received from Applicant and report:			
- Identify & address documentation			
- Evidence of right to work in UK			
- Qualification documentation			
Complete Interview Assessment Form			

### Recruitment checklist

A practical checklist and formal record to be used by your recruitment administrator to assist you in remaining on track with your effective recruitment process. **(2 pages)**

Job Description	Person Specification
<b>Title:</b>	<b>Essential:</b>
<b>Summary of the Role:</b>	<b>Desirable:</b>
<b>Key Management Responsibilities:</b>	<b>Method of Assessment:</b>
<b>Main Duties and Responsibilities:</b>	<b>Qualifications:</b>
<b>Key Management Duties and Responsibilities:</b>	<b>Experience:</b>
	<b>Skills:</b>
	<b>Knowledge:</b>
	<b>Personal competences and qualities:</b>

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### Job Description and Person Specification

The proformas you will need, with handy drafting hints, to prepare a Job Description which appropriately describes the vacancy for which you are recruiting and a Person Specification which defines your ideal applicant for the role. **(2 pages)**

Application Form
<b>Section 1 - Personal Details</b>
Name
Address
Postcode
Telephone Number
Work

### Application form

An application form to elicit the relevant information you will need to make an informed decision about an applicant. Drafted to comply with the current requirements of the Data Protection Act, Disability Discrimination Act and current Human Resources best practice. **(7 pages)**

Short Listing Assessment Form
Applicant's name
Job Description
Person Specification
Assessment

### Short listing assessment form

To be used in conjunction with the Job Description and Person Specification. Will assist the short listing panel to record their assessment of each application form, identifying anomalies, inconsistencies. A formal record of your decision making process. **(2 pages)**

### Interview Assessment Form

This form is to be completed for each Applicant by each Interviewer following the Interview and should record the Interviewer's assessment/rating of each Applicant based on their performance during the interview.

Key: 1: Needs substantial development 2: Needs development 3: Acceptable 4: Strong 5: Outstanding

Applicant's name:	Date of Interview:	Factor	Standard required by role	Assessment					Comments
				1	2	3	4	5	
		Appearance (dress, cleanliness, appropriate for interview/role)							
		Communication skills (ability to listen and answer, to explain)							
		Work experience (relevant to role as defined in Person Specification)							
		Qualifications (relevant to role as defined in Person Specification)							
		Attitude (to organisation and role as defined in the Job Description)							
		Working relationships with other staff							
		Commitment to Company events							

## Interview assessment form

Will assist the interview panel in formally assessing and evaluating the applicant's suitability for the post. Will act as formal evidence in support of a fair, well co-ordinated interview procedure from an employment law perspective, should you receive a request for feedback or be the subject of an Employment Tribunal claim. **(2 pages)**

## Reference request letter

A simple yet effective letter to accompany your request for a reference. It reminds the referee of their legal obligation to provide a "true, fair and accurate reference". **(2 pages)**

## Reference request form

A proforma which will be quick and easy for the referee to complete thereby, hopefully, prompting a fuller reply to your enquiry. Asks for answers which so often are missed even in the fullest written reference. **(2 pages)**

## Rejection letter

A polite, simple letter to reject the unsuccessful applicant. Consistency in the form of your rejection should afford you the greatest protection against Employment Tribunal claims. **(1 page)**

## Conditional offer of employment letter

The all important letter! Confirms offer is conditional upon satisfactory references, evidence of the right to work in the United Kingdom, the employee's agreement to your contractual terms and an agreed commencement date. **(1 page)**

## Standard contract of employment

A simple form contract which can be used in most businesses. This complies with the statutory requirements and includes, as appendices, non-contractual grievance, disciplinary and dismissal procedures. **(6 pages)**

## Equal Opportunities Questionnaire

Whilst monitoring the diversity of your workforce is not mandatory understanding their makeup and taking steps to ensure that your business' practices and procedures are non discriminatory will give you the greatest protection from an Employment Tribunal claim and is likely to promote productivity and happiness. **(3 pages)**