RECRUITMENT FLOWCHART

February 2011

**Identify need to recruit and assess job requirements**

Discuss with Dean/Director and obtain approval as appropriate (Dean/Director/PRC)

Develop job description, person specification and role analysis form and send to hera@lancaster.ac.uk (only if this is a new or redesigned job)

Determine who will act as Vacancy Owner & Admin Assistant

Organise shortlisting/appointing panel

Complete Request to appoint online

Produce draft advertisement and further particulars, establish timeline for recruitment process e.g. Shortlist by date, interview dates and determine candidate assessment methodology

Send electronic copies of job description, person specification and advert to hera@lancaster.ac.uk (only if this is a new or redesigned job)

Evaluate role analysis form and confirm grade

Within 10 working days

Closing date for applicants to be at least 2 weeks after insertion date (4 weeks where appointment of non-EEA national is likely)

Advert to be received by HR in line with advertising deadlines

Further particulars to be received at least 3 days before insertion date

Interview date to be at least 2 weeks after shortlist given to HR

Shortlisted applicants notified by email within 1 working day of receiving shortlist

Within 2 working days of receiving all required information and paperwork

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**Recruiting Manager**

**HR**

**Timeline**

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**Plan induction arrangements**

**Provides feedback on process**

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