

OTTERBOURNE PARISH COUNCIL RECRUITMENT AND SELECTION PROCEDURE

To be read in conjunction with Recruitment Checklist, Interview Procedure, Person Specification, Job Specification.

1. Vacancy arises: decide if you need to recruit.
2. Analyse the job: review the job description, person specification and advertisement. Update if necessary.
3. Determine key dates: closing date, short list, interview date(s), start date.
4. Decide recruitment method and place advertisement with selected channel:
 - i) local newspaper (Hampshire Chronicle), Job Centre, HALC website,
 - ii) Parish website, notice boards, Parish magazine,For the position of Parish Clerk and/or RFO at least two methods of i) above must be used in conjunction with any number of methods in ii).
Responses to be received by email with attachment of a typed letter of application and CV.
5. Respond to inquiries: by email with information pack to include job description, interview date(s) if possible, other relevant Parish Council information.
6. Closing date: agree interview panel of three Councillors. Councillors must declare a business or personal connection to any of the prospective candidates.
7. Assess applications: determine shortlist against person specification and job description requirements for five candidates at this stage.
8. Make arrangements for the interviews: confirm panel, venue, dates, interview schedule, key questions and selection methods. Invite the shortlisted candidates.
9. Complete interview process: the existing Clerk or one Councillor to be designated scribe.
10. Assess candidates: determine order of preference and the successful candidate by majority vote. Note reasons to support selection. Note reasons for rejection of other candidates.
11. Make an offer to the successful candidate: ask if two references may be taken-up – one of which must be from the three sources listed below. Ask if a CRB may be conducted. Ask for documentation to be provided which demonstrates candidate's ability to legally work in the UK.
12. Issue confirmation of employment letter: with start date and enclosing Contract of Employment.
13. Acceptance of offer received: or revert to 10. above.

14. Contact unsuccessful candidates: retain their files for six months following the recruitment process.
15. Countersign Contract of Employment: as soon as possible after the start date and in every case within eight weeks.

Reference checks required

Satisfactory references covering a period of at least two years prior to the commencement of employment for all new clerks and RFO's and any other person under a contract of service from:

- i) a current or most recent employer; or
- ii) an accountant and one other customer in respect of any periods of self-employment; or
- iii. the school or college in respect of any full-time education.

Adopted: Otterbourne Parish Council meeting 18 May 2021