Recruitment Journey

Identify Role required
Job Description with roles & responsibilities, Pay scale – Discuss with HOB, Operation Directors & HR as necessary

Once confirmed Contact Anneka Brett or Victoria Starkey to raise a Job Advert to advertise role across our platforms

Applications will be received by the hiring manager to review and vetted for ideal candidate

Hiring Manager will contact candidates to arrange interviews via teams or in person – Application form to be completed

Once a potential candidate or multiple have passed the initial interview then a 2nd interview will need to be held with the HOB before role is offered

Once a successful candidate is identified – The Hiring Manager & HOB will offer the position and package benefits with individual informally to agree contract details

A formal request for contract needs to be completed (form on intranet) with all relevant information, Passport or Birth Certificate, Right to work information, Driving Licence with share code, Proof of Address in the form of a Utility bill or Invoice

Formal offer request then needs to be signed by the HOB and submitted to Laura Hammon

Laura will check all documentation is in correct order then raise a contract for checking and signing by the HR Manager via adobe reader

Candiate will receive signed contract offer via email for signing by them

Once signed, HR Manager & Laura will be notified which triggers induction process to begin