

Stages of the Recruitment Process

Job Description

The job description explains to potential candidates the detailed job requirements such as responsibilities and objectives of the role. It helps the recruitment process by providing a clear overview of the role for all involved. It can also provide clarity during induction and later, on performance and objectives.

Person Specification

The person specification states the essential criteria for selection. includes the necessary characteristics a candidate must possess in order to be recruited. The characteristics required should be clear, attainable and fair.

Job Application Form

The job application form is essential as it is used to eliminate unsuitable candidates. It gives employers an introduction into the applicants work history and allows them to better select the most suitable candidates.

Offer Letter

Normally, once the job offer has been made informally either through phone or email, the successful applicant will receive an offer letter. This should contain details such as their new job title, expected salary, leave option, and management structure. This letter needs to be signed either physically on paper or through an E-Signature.

Regret after Interview Email

This formal email should be sent to the job candidates who were unsuccessful and were not chosen for their desired role. While this step is not necessary it is important for employer branding & to improve the candidates overall experience.