Frodsham Town Council
Staff Recruitment Process

Step 1 – Vacancy Identified:

- Interested parties (Councillors & Staff) notified

Step 2 – Recruitment Protocols:

- FTC appoints Recruitment Panel
- Panel produces proposal for:
  - Recruitment Timetable
  - Start Date & Hours of work
  - Salary scale
- Panel reviews Job Description, Statement of Particulars & Personal Specification
- Panel produces Contingency Plan (for interim period & possibility of failure to recruit at first attempt)

Step 3 – Advertising

- Panel prepares:
  - Copy for advertisement
  - Application Pack (JD, SoP, Application Form & Covering Letter)
  - Arrangements for receipt of applications

Step 4 – The Interview Process

- Panel meets to:
  - Shortlist applicants
  - Prepare Interview Questions
  - Prepare Timetable for interviewing applicants
- Panel invites shortlisted candidates (inc request for references)
- Panel selects candidate for appointment
- FTC ratifies Panel's selection

Step 5 – Making the Appointment

- FTC contacts the successful candidate to confirm
- FTC provides feedback to unsuccessful candidates where requested

FRODSHAM TOWN COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER