

Frodsham Town Council Staff Recruitment Process



Step 1 – **Vacancy Identified:**

- Councillors notified

Step 2 – **Recruitment Protocols:**

- Staffing Sub-committee – meeting called.
- Staffing Sub-committee produces proposal for:
 - Recruitment Timetable
 - Start Date & Hours of work
 - Salary scale
- Staffing Sub-committee reviews Job Description, Statement of Particulars & Personal Specification
- Staffing Sub-committee produces Contingency Plan (for interim period & possibility of failure to recruit at first attempt)

Step 3 – **Advertising:**

- Staffing Sub-committee prepares:
 - Copy for advertisement
 - Application Pack
 - Arrangements for receipt of applications

Step 4 – **The Interview Process**

- Staffing Sub-committee meets to:
 - Shortlist applicants
 - Prepare Interview Questions
 - Prepare Timetable for interviewing applicants
- Staffing Sub-committee invites shortlisted candidates
- Staffing Sub-committee selects candidate for appointment
- FTC ratifies Staffing Sub-committee's selection

Step 5 – **Making the Appointment**

- TC contacts the successful candidate to offer the post subject to references.
- TC provides feedback to unsuccessful candidates where requested