Job description & Recruitment process

**Job Description**
Do you have one ready?

- Yes
  - **Temporary staff**
  - needed only?

  - Yes
    - **TSS**
    - Temporary Staffing Service
  
  - No
    - **Create/update JD**
    - Get advice from HR.
    - New roles to Reward panel if cannot be batched

- No
  - **Approval to recruit**
  - On MyERP, complete a Staff Request Form and send to budget holder for signing, then to HR. New roles need SMT sign off prior to completion

- **Advertise**
  - Write advert, send to HR. internal & external recruitment, E-recruit, URP

- **Shortlist, Interview & Offer**
  - Skype, telephone, diverse shortlist and diverse panel, offer first point grade

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**Useful links**

- myERP
- How to write a JD
- Staffing request form
- Resourcing guide
- TSS
- Redeployment

**KnowHow resources** on recruitment and selection