

CV Distribution & Storage Process

PHX245

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Role Creation & CV Storage

Job Description Process

For each new vacancy HR creates a new vacancy folder within the relevant department on the Recruitment SharePoint Site.

The hiring manager will supply HR with an up-to-date Job Description (JD) which will then be uploaded to the relevant vacancy folder.

A JD must be approved by two Directors and proof of the JD approval must be sent to HR@phoenixs.co.uk

CV Process

When CVs arrive, they will be saved into the vacancy folder – this can only be actioned by HR.

HR will share a link to the CV to the hiring manager to alert them a new CV has been added to the vacancy folder - CVs should only be shared via a link. **CVs should not be sent via attachments within an email.**

If the hiring manager wishes to share the CV with someone else, they need to request HR to share on their behalf.

Once the CV has been reviewed by the hiring manager, they will update HR@phoenixs.co.uk and advise if an interview is required or if they wish to reject the candidate. HR will update the CV Status accordingly to 'Interview' or 'Rejected'.

HR are responsible for liaising with Employment Agencies or direct with candidate to organise interviews.

Once the interview process is complete the hiring manager will update HR@phoenixs.co.uk and advise if the candidate was successful.

HR will then get approval in writing from 2 directors to make a verbal offer to the successful candidate – No offers should be made outside of HR.

If a CV is sent in speculatively and there is not a vacancy being advertised, the CV will be saved in a 'Speculative CVs' folder within the Recruitment site on SPOL. The link to the CV will be shared with the potential hiring managers.

If a CV is sent directly to an employee, they must forward to HR@phoenixs.co.uk & then delete the CV, likewise if an employee wishes to refer someone for a specific vacancy, they should forward the CV to HR@phoenixs.co.uk & then delete the CV.

HR will then follow the above process.

Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
Vikki Smith	1.0	10/03/2023	Original Document

Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Clare Metcalfe	1.0	10/03/2023	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

Dated: 10/03/2023