Recruitment

Version 1

Effective from: 1 October 2019

Introduction

This process must be followed when recruiting employees.

Purpose

This Process sets out the requirements for recruiting new staff members.

Scope

This procedure applies to all job recruitment for Red Opal Innovations (ROI), both internally and externally.

Process

1. Plan for the recruitment, including:
    a. identifying vacancies
    b. analysing the job requirements
    c. providing a job description and specification
2. Deciding on a recruitment strategy.
3. Source the candidates:
    a. Internally
    b. externally.
4. Shortlist and select candidates.
5. Evaluate the process.