

## Recruitment and Selection Action Plan

Phase	Action	By When	By Whom	Notes
Preparation	Create recruitment pack	7 November 2022	M.Bodhania	
	Create advert	9 November 2022	E.Haughton	
	Create induction pack	14 November 2022	E.Haughton & V.Gounden	
	Create and Agree on Budget	16 November 2022	E.Haughton	
Advertising	Load Ad on Selected Platforms	19 November 2022	M.Boshoff	Send internal email to all employees
	Post Ad with Selected Agencies			N/A (refer to recruitment plan)
	Create posters/flyers (if appropriate)	19 November 2022	M.Boshoff	Potsers for canteen area
	Write press release or advert (if relevant)			N/A (refer to recruitment plan)
	Plan distribution of materials	19 November 2022	M.Boshoff	
	Plan social media posts	19 November 2022	M.Boshoff	
	Plan distribution on websites (if appropriate)			N/A (refer to recruitment plan)
	Plan work with partners or stakeholders	19 November 2022	M.Boshoff	
Recruitment	Send out recruitment packs	23 November	M.Boshoff	
Selection	Arrange interviews	2 December 2022	M.Bodhania	
	Arrange emails to be sent	7 December 2022	M.Bodhania	

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	Check candidate is eligible	9 December	M.Boshoff & M.Bodhania	
	Board or General Meeting to elect or co-opt	12 Decemeber	M.Bodhania & Exco	
Induction	Arrange initial meeting with Chair or trustee	15 December 2022	M.Boshoff	
	Send induction pack	15 December 2022	M.Boshoff	
	Arrange external training (if appropriate)	15 January 2023	V.Gounden	
Other				