

## Recruitment and Selection Action Plan

Phase	Action	By When	By Whom	Notes
Preparation	Create recruitment pack	2024-01-03	Philasande Bhani (Executive Manager)	
	Create advert	2024-01-03	Philasande Bhani (Executive Manager)	
	Create induction pack	2024-01-03	Philasande Bhani (Executive Manager)	
	Create and Agree on Budget	2024-01-04	Philasande Bhani (Executive Manager) and Mosima Le (HR Manager)	Budget to be approved by Mosima Le.
Advertising	Load Ad on Selected Platforms	2024-01-05	Philasande Bhani (Executive Manager)	
	Post Ad with Selected Agencies	2024-01-06	Philasande Bhani (Executive Manager)	
	Create posters/flyers (if appropriate)	2024-01-07	Philasande Bhani (Executive Manager)	
	Write press release or advert (if relevant)	2024-01-08	Mosima Leshika (HR Manager)	
	Plan distribution of materials	2024-01-09	Philasande Bhani (Executive Manager)	
	Plan social media posts	2024-01-10	Philasande Bhani (Executive Manager)	
	Plan distribution on websites (if appropriate)	2024-01-11	Philasande Bhani (Executive Manager)	
	Plan work with partners or stakeholders	2024-01-12	Philasande Bhani (Executive Manager)	
Recruitment	Send out recruitment packs	2024-01-13	Philasande Bhani (Executive Manager)	
Selection	Arrange interviews	2024-01-14	Philasande Bhani (Executive Manager)	
	Arrange emails to be sent	2024-01-15	Philasande Bhani (Executive Manager)	

## Recruitment and Selection Action Plan

	Check candidate is eligible			
	Board or General Meeting to elect or co-opt			
Induction	Arrange initial meeting with Chair or trustee			
	Send induction pack			
	Arrange external training (if appropriate)			
Other				

