

Recruitment and Selection Action Plan

Phase	Action	By When	By Whom	Notes
Preparation	Create recruitment pack			
	Create advert			
	Create induction pack			
	Create and Agree on Budget			
Advertising	Load Ad on Selected Platforms			
	Post Ad with Selected Agencies			
	Create posters/flyers (if appropriate)			
	Write press release or advert (if relevant)			
	Plan distribution of materials			
	Plan social media posts			
	Plan distribution on websites (if appropriate)			
	Plan work with partners or stakeholders			
Recruitment	Send out recruitment packs			
Selection	Arrange interviews			
	Arrange emails to be sent			



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	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				

