

Recruiting Manager's Checklist

In order to create and advertise a vacancy you will need to complete the following tasks or have the information to hand:

1. An up-to-date Job Description & Person Specification with a maximum of 6 competencies highlighted. ***Although there are a maximum of 6 competencies, only those you feel are necessary for short-listing need be used.*** (Please ensure you use the latest version of the Council's competency framework).
2. As the Council's website now displays vacancies in both English and Welsh, where possible, please send the Job Description and Person Specification to the Translation Unit to obtain a Welsh version of the document prior to creating your vacancy.
3. An email from your Group Director or Service Director approving your request to advertise the vacancy either internally or externally (or both) and also agreement if the vacancy is to be advertised in paid advertising.
4. The following details are required to create a vacancy in the new e.Recruitment system:
 - a. The VISION post reference number
 - b. Up to date VISION details (obtained via post reference above)
 - c. The number of posts to be advertised
 - d. Work Location for the post(s)
 - e. 'Go live' date and closing date
 - f. A prepared job advert, including contact details
 - g. Short-listing Panel Member details
 - h. Agreed expected interview date
 - i. The approval email from your Group Director or Service Director

The approval email from your Group Director or Service Director must be attached to the vacancy template on the new site (the HR / Recruitment and Selection teams will have to reject and return any request without this approval).