

Recruitment and Selection Quick reference Checklist

Please note this is a quick reference checklist and should not be used as a substitute or alternative to reading and familiarising yourself with

Interview preparations (during advertising)

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going to measure each candidate against these requirements. Consider what can be assessed through discussion



8.

Informing unsuccessful candidates

Depending on the volume of candidates interviewed, you can select to inform candidates verbally that they were not successful or request that HR issue them with an email to confirm they were not successful.

If informing candidates verbally you should-

Not feel pressured to provide immediate feedback when informing candidates of the interview outcome
Agree a date to call them again to provide feedback from the panel and give yourself time to prepare factual bullet points on the Strengths and Gaps based on their interview.



9.

GDPR and Retention of Paperwork

- Copies of Applications Forms and Interview Notes should be destroyed immediately after the interviews as master copies of these are retained within HR on the Talentlink System.
- Interview Notes should be kept for 6 months following the date of interview, after which they should be destroyed to ensure compliance with GDPR and to prevent confidential waste.