



2/20/2019

# Recruitment Process

Volume: 1



Jonnathan Matthews  
CUCUMBER RECRUITMENT

# Candidate Marketing

JOB APPLICATION RECEIVED

YES

IS THE APPLICATION APPROPRIATE? SHORTLISTING (Listed on Page 3)

YES

TELEPHONE INTERVIEW. IS THE CANDIDATE APPROPRIATE?

YES

FACE TO FACE INTERVIEW. IS THE CANDIDATE APPROPRIATE?

YES

PRE-REQUISITES (Listed on Page 3)

YES

OPT INS (Listed on Page 3)

YES

BOARDING (Listed on Page 3)

YES

AVAILABILITY. IS CANDIDATE AVAILABLE FOR SHIFTS?

YES

Candidate Ready for work

NO

Revoke and inform candidate

### **Shortlisting**

- At least one years' experience in care
- Current DBS would be beneficial
- Training certificates would be beneficial
- Not jumping from job to job, 3 years at one job would be beneficial

### **Pre-Requisites**

- DBS
- Signed right to work
- Proof of address
- In date training certificates
- Next of kin details (1)
- National insurance number (1)
- 2 references covering the last three years (1)
- Completed application form (signed) (1)
- Completed face to face interview with notes (2)

### **OPT Ins**

- GDPR declaration (signed) (3)
- 48 hour opt out if working more than 48 hours (signed) (4)
- Night shift declaration if working nights (signed) (5)
- Criminal declaration (signed) (6)

### **Boarding**

- Uniform
- Badges
- Employee Handbook (signed) (7)
- Employee contract (signed) (8)
- Payroll new starter form (signed)
- SE checks

Updated to CRM