

6 QUICK STEPS TO SIMPLIFIED RECRUITMENT



1. Create the Recruitment File (RTF) in eRecruit

- Use the Whole of Government JD and ensure it accurately sets out the requirements of the job in clear and understandable language
- Advertise by opening an RTF in eRecruit
- Enter all panel members so they have access to the RTF



2. Shortlist

- Decide the basis for shortlisting ('set the bar')
- Shortlist the applicants against that benchmark
- Record the results on the **Selection Report Template**



3. Make Notes of the Shortlisted Applicants' Merit

- Summarise the work experience, qualifications, levels, etc of each applicant on the **Selection Report Template**
- Note on the template details for the potential relevant referees
- Compare to see which applicants appear to be the strongest



4. Contact Referees of Shortlisted Applicants as Required

- Use the **Referee Note Taking Template**
- Together as a panel start to contact relevant referees
- Start with the strongest applicants to set the standard that other applicants would have reach to be competitive



5. Conduct Applicant Interviews (not mandatory)

- Decide if interviewing any of the applicants might assist the investigation and assessment of merit
- Use the **Applicant Interview Template**
- Consider obtaining work samples or other relevant information



6. Make the Decision and Write the Selection Report

- On the **Selection Report Template** briefly compare the merit of applicants and explain why the selected applicant is recommended as most suitable having regard to experience, skill, education, etc
- Prepare a summary of the merit of the selected applicant to be used to provide feedback to all applicants about the reasons for the decision