OLEEO RECRUITMENT SYSTEM - RECRUITMENT CHECKLIST

Item	Description	Yes/No
Post Number(s)	This should be a post from your existing structure. If you are unsure about which is the correct post number to use, then speak to your Finance Officer or your HR Advisor.	
Hours to be worked	You will need to be specific on the job advert the number of hours to be worked for the post.	
Risks of not recruiting	You will be asked to set out what the risks to the service would be if you did not recruit into this vacancy.	
Contract Type	It is important that you specify in the advert the type of contract you are offering applicants as this will form part of their Terms of Engagement. If you are unsure as to the type of contract, please contact your HR Advisor.	
Up-to-date job profile	You must ensure you attach an up-to-date job profile to your vacancy. This includes ensuring that your job profile is on the correct Job Profile Template.	
Welsh Language requirements	When reviewing your job profile, you should also review and record the Welsh Language Skills Assessment for the job.	
Disclosure and Barring Service (DBS)	If the post requires a DBS, you must specify the level of DBS required. Note: This should match what is specified in your job profile.	
Translated Text You will need to ensure that you have certain sections of information translated in readiness for creating the advert.		
Hours worked	If you are using words rather than numbers, you must have them translated as they will appear in the advert.	
Job Advert Text	If you are not using an existing 'create vacancy' template, you must ensure you have prepared the job advert.	
Pre-Application "Knock-Out Questions"	If you are using Pre-Application Knock-out questions, you must ensure you have had the questions translated.	
Red Flag Questions	If you are using Red Flag questions, you must ensure you have had the questions translated.	
Competency Based/Value Based Questions	If you are using competency-based questions within your application form, you must ensure you have had the questions translated.	
Essential & Desirable Based Questions	If you are using specific Essential & Desirable based questions within your application form, you must ensure you have had the questions translated.	

Item	Where can you check on your dashboard	Yes/No
Have you created your vacancy	Vacancies in Draft	
Have you requested Approval	Vacancies Awaiting Approval	
Has your vacancy been posted to the web site	Active Vacancies – Live on Web Opportunity Page – Publish to Candidate Search Engines. Check the History tab	
Have you set up your Interview Scoring Form	Opportunity Page – Click green button Description Tab – Set up Interview Scoring (yellow button)	
Have you set up your interviews	Opportunity Page – click on Interviews tab Check Interviews Scheduled	
Have you shortlisted your applicants	Applications to be Shortlisted Opportunity Page – Applications Tab (New Applications)	
Have you reviewed you shortlisted applicants before making a final decision	Shortlisted – Waiting to inform Applicant	
Have you invited your final shortlisted applicants to interview	Waiting to invite to interview	
Have you notified your successful/unsuccessful applicants /	Interview Outcomes Pending Decision	
Have you generated the offer letter		
Have you commenced the pre-employment checks	Pre-Employment Checks	
Have you received the All Checks Complete notification	All Checks Complete and New Starters	
Have you submitted the commencement form /ID set up / IT set up form	All Checks Complete and New Starters	