

# Happy Days Pre School (Navenby)

## Staff Recruitment Procedure

1. Advertise the post.
2. Send out the job description and application form with deadline date.
3. Shortlist applicants, set interview date and write to invite candidates for interview. The Interview panel will include the manager and two committee members.
4. Interviews - Agree a set format for interviewing with set questions to ensure equal and fair interviewing procedure.
5. Make decisions on whom to appoint.
6. Offer jobs subject to satisfactory references and satisfactory probationary period of three/six months.
7. Send out letters to request a reference for the candidate.
8. Fill in and send off CRB check forms.
9. Explain contract to successful candidate and get it signed and dated by candidate and an officer of the committee/owner/manager.
10. Fill in a Staff Record sheet, all paperwork to be kept securely stored.
11. Complete a staff induction programme.
12. Get them to read and sign to declare they understand all policies and procedures.
13. Diary in reviews for staff member in 3 months time.
14. Give new staff a staff handbook to read.
15. Maintain all records for seven years after candidates have ceased to work at the provision.