



Job Advertised



Candidate Applies



Shortlisting



Interview



Conditional Offer



→ Usually out to advert for a minimum of 2 weeks

→ Should be done within one week of the job closing

→ 7 days notice





Pre Employment Checks

Timescales will vary



Agree a start date



Unconditional offer



Notice period (if applicable)



Employment Begins



- ID check
- Right to work
- References
- Occupational Health
- DBS (if applicable)
- Professional Registration (if applicable)
- Certificate of sponsorship (if applicable)
- Model declaration form
- New starter form

