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| --- | --- |
| **Policy** | Name of ServiceJob vacancies will be assessed to ensure that the position vacant is required, and necessary. |
| **Purpose** | To ensure that there is consistency in the pre-recruitment processes. |
| **Scope** | This process applies to all vacant positions. |

**Before position is advertised**

**Job Analysis**

**Review need for position**

**Manager/………..**

**Manager/………..**

**Discern if the position is:**

* New.
* Still required – short term or long term.
* Consistent with the strategic goals and organisational structure of the organisation.
* Full-time, part-time or can it be contracted out.
* A fixed term contract.
* Required according to contractual or legislative obligations.
* Budgeted.
* Review or develop the position description.

**Options for consultation:**

* Service user reference group or representative.
* Management team.
* Cultural consultation.
* Any other specified stakeholder consultation or involvement.

**Preferred Options**

**Position vacant:**

* internal transfer,
* internal promotion.

**Position surplus:**

* Prioritise possibility to absorb staff into another role within the organisation.

Decision to recruit and recruitment process is made

no

yes

* Complete position description

**Proceed to:**

Advertising and selection process.

* File records taken.
* No further action

# Consultation

|  |  |
| --- | --- |
| Group/Role | Date |
|  |  |
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