

## Recruitment Plan Instructions

This recruitment plan is an easy way of keeping track of the status of all new recruitments and of tra

What the spreadsheet can do:

The spreadsheet allows the entry of information about each stage of a recruitment process to provid

It is a good idea to create a 'test' version of the spreadsheet and enter a few fictitious records to exp

How to Use the spreadsheet:

Column A – Position title: Enter the name of the position being recruited e.g., 'Senior Accounting Off

Column B – MDA name: Enter the name of the recruiting MDA that is seeking the new appointment.

Column C – Department name: Enter the name of the department in the recruiting MDA that is seek

Column D – Unit/Team name: Enter the name of the unit/team in the recruiting MDA that is seeking

Column E – Recruitment type: Enter whether the recruitment is for a 'New Post' or a 'Replacement F

Column F – If replacement recruitment, name of officer being replaced: Enter the name of the currel

Column G – Contract type: Enter the type of contract expected for the position e.g., 'Permanent', 'Pa

Column H – Cadre: Enter the expected cadre of the position.

Column I – Grade level: Enter the expected grade level of the position.

Column J – Projected FTE: Enter the projected full time equivalent (FTE) of the position, which is a v

How to calculate FTE (workload analysis):

Step 1 – Calculate the number of hours worked per period for your full-time workers by multiplying th

Step 2 – Calculate the number of hours worked by part-time employees by multiplying the number o

Step 3 – Add the number of hours for your full-time and part-time employees. In this example, you w

Step 4 – Divide the total number of hours worked by the number of hours a full-time worker would w

Column J – Recruiting manager name: Enter here the name of the recruiting manager in the MDA re

Column K – HR officer name: Enter here the name of the HR officer in the MDA responsible for the

Column M – Job description approved: Once the job description has been approved, select 'Yes' fro

Column N – Position approved: Once the recruitment plan and position have been approved for the

Column O – Candidate sourcing strategy agreed: The candidate sourcing strategy is an agreement i

Column P – Applications opened: Once the vacancy is advertised or the recruitment process has off

Column Q – Applications closed: Once the vacancy is no longer open and a suitable number of qual

Column R – Date of pre-selection tests: Pre-selection tests are those that are generic and standardi

Column S – Date of specialised selection tests: These are selection tests that might be specific to th

Column T – Interview questions and panel agreed: A set of structured interview questions should be

Column U – Date of interviews: Once a date has been set for the interviews, this should be entered

Column V – Date of selection scores review panel: Once all candidates have been formally assesse

Column W – Appointment requisition prepared: The selection scores review panel will have decided

Column X – Appointment requisition approved: Once the Appointment requisition has been approve

Column Y – Offer made: Once a formal offer has been made to the approved candidate, select 'Yes

Column Z – Offer accepted: Once the appointment has been formally accepted by the candidate, se

Column AA – Start date: The confirmed start date of the newly appointed officer should be entered f

Column AB – Induction date: The provisional induction date for the newly appointed officer should b

Column AC – Contract type: It is very important that the projected assumptions made at the start of

Column AD – Cadre: Enter here the actual cadre of the position.

Column AE – Grade level: Enter here the actual grade level of the position.

Column AF – Actual FTE: Enter here the actual FTE of the position (see earlier instructions on how

cking actual spend against projected spend. It is also a good way of helping to keep recruitment activities on tra

le an at-a-glance summary of the status of the process and a record when each stage is completed. In some ca

ñicer'. If the ministry, department or agency (MDA) is seeking approval to recruit two candidates to the same pos

way of measuring how many full-time employees would be required to perform the work done in the MDA. For e

re number of full-time employees in the MDA, by 40 hours, by the number of weeks per period. For example, if y

f hours worked per week by the number of weeks worked. Continuing the example, if you had one part-time em

ork for that time period. Finishing this example, you would use 2,080 for the number of hours worked by a full-tir

reached on how the most suitable candidate for the position is likely to be targeted e.g., through advertising in th

lified candidates have been identified for further assessment, then applications are said to be closed. At this point, the service may conduct further assessments in the service e.g., an entry exam or psychometric test. These tests will normally be facilitated by the service or the MDA. E.g., if recruiting a doctor, the Ministry of Health may have its own practical assessments it needs to carry out. These tests should be produced by the relevant HR officer and agreed in advance, based on the individual requirements outlined in the job description.

Once the assessments are complete, a date should be set for a formal review panel to discuss the scores and interview feedback submitted on each candidate. The panel should decide which of the available pool of successful candidates they will want to recruit. Such a proposal will however need to be approved by the relevant authority.

All data generated during the recruitment process are cross-checked and validated at the end of the recruitment process and formally recorded in the HR system.

check and monitor progress. It should be owned and regularly updated by the human resources (HR) officer. To as

ses, data is entered by typing in the cell. In a few cells a 'drop-down' menu will appear, which gives several opti

sition, a separate row should be created and entered for each anticipated recruitment as each will have its own c

example, MDAs may have a mix of part-time and full-time officers, and part-time officers can vary widely in the n

you are calculating FTE per year and you had five full-time officers in the MDA, you would multiply 5 by 40 by 52

ployee who worked 20 hours per week for 30 weeks of the year and two others who worked 10 hours per week

ne worker per year (i.e. 40 hours per week x 52 weeks + 2,080 hours) and divide 12,040 by 2,080 to calculate a

re local paper, through advertising in a relevant professional journal, through the contracting of a specialist recru

e-wide MDAs. Once a date has been set for these tests, this should be entered in Column R in the following form. Also, when hiring secretaries, the number of words they can type in a minute on a computer may need to be included in the job description. Once an interview panel and their specific lines of questioning have been agreed, select 'Yes' for each candidate.

Once a date for this meeting has been set, this should be entered in Column V in the following form. This should be approved and a separate appointment requisition template has been designed for this purpose. Once the preferred candidate has been identified, the requisition should be approved and a separate appointment requisition template has been designed for this purpose. Once the preferred candidate has been identified, the requisition should be approved and a separate appointment requisition template has been designed for this purpose. Once the preferred candidate has been identified, the requisition should be approved and a separate appointment requisition template has been designed for this purpose.

orded as things may have altered slightly depending on the suitability and availability of the preferred candidate.

assist with these activities, a simple database has been created in Microsoft Excel (see CD for an electronic copy

umber of hours worked. Calculating the FTE will allow the MDA to compare the workers needed for various dep

for 52 weeks of the year, you would multiply 1 by 20 by 30 to get 600 and 2 by 10 by 52 to get 1,040. Then you

mitment agency, through a one-off alumni or assessment event. Once the strategy has been agreed, select 'Yes'

o be assessed. Another example would be the use of a tailored Situational Judgement Test (SJT) for professor

an appointment requisition has been prepared by the relevant HR officer, select 'Yes' from the drop-down menu.

. Once the contract type has been formally confirmed, enter this in Column AC e.g., 'Permanent', 'Part-Time', 'Fi



artments. Full-time employment is 40 hours per week (8am to 5pm, Monday to Friday, one-hour lunch break).

ral positions. Once a date has been set for these tests, this should be entered Column S in the following format:



: dd/mm/yyyy.



New post	Permanent	1	Yes
Replacement recruitment	Part time	2	No
	Fixed term	3	
	Temporary	4	
	Short term	5	
		6	
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