



## Interview takes place

Is there a suitable candidate to appoint?

Yes  
If no, go to page three

Make a conditional offer subject to references, DBS, right to work check.

Send offer letter (within 48 hrs).

Candidate accepts the offer.

Unsuccessful candidates informed by email.

Apply for references and other checks.

Are the checks accepted?

Agree start date.

Set up equipment (eg phone computer etc).

Agree and implement induction programme.

After six months carry out probation check.

**Interview takes place**

There is no suitable candidate, offer is rejected or checks not satisfactory

Is there another candidate?  
Make them a conditional offer and follow page 2.

Re-advertise and go back to page 1.

Consider alternative options (eg re-scope role, salary etc).

Re-advertise and go back to page 1.