* Recruitment Toolkit guidance for Planning stage reviewed and applied as appropriate
* Job Description reviewed and/or updated or new Job Description developed

🞏 Job evaluation completed

* Person Specification reviewed and/or updated
* Values/ethos considered
* Equality dimensions considered
* Job Description / Person Specification detailed on standard template
* Longer term resource planning considered
* Post funded and within agreed headcount/FTE
* Wider organisational change considered / HR Business Partner engaged
* Any current reserve lists considered
* Contract type clarified
* Selection approaches considered and planned for
* Panel members confirmed and in line with relevant panel protocol
* Panel member training organised if required
* Diary dates confirmed with panel for shortlisting and interviewing
* Logistical arrangements made for shortlisting and interviewing
* Administrative support secured for interview dates