**Authority to Recruit Process**

**Recruiting Manager**

Request Authority to recruit form from Recruitment Team

(Logged onto Recruitment Spreadsheet)

**Recruitment Team**

Send Authority to recruit form with standard e-mail requesting:

Job Description

Person Specification (together with any other additional information)

(Date logged onto Recruitment Spreadsheet

**Recruiting Manager**

**Existing Position**

Completes form (self populated from ESR).

**Recruiting Manager**

**New Position**

Manager contacts Workforce Team for position number. Completes form (self-populated from ESR).

**Director**

Final authorisation of Authorisation to Recruit form (only to be authorised if full documentation attached i.e. Job Description, Person Specification, Advert and any other additional information)to be e-mailed to Recruitment Team In-Box.

**cc Recruiting Manager**

**Recruitment Team**

Once Authorisation to recruit form received – advertise post

**Finance Team**

e-mails authorised Authority to Recruit Form to Director for final authorisation (only to be authorised if full documentation attached i.e. Job Description, Person Specification, Advert and any other additional information)

**cc Recruiting Manager**

**Recruiting Manager**

E-mails completed form to Humber -Finance In-Box for authorisation