

Vacancy briefing guide

Once your requisition has been approved it'll be allocated to a Resourcing Advisor. The Resourcing Advisor will contact you to arrange a vacancy briefing. This is a meeting or a call to discuss your requirements and agree the appropriate sourcing, selection and assessment options.

The vacancy briefing is a really important part of the recruitment process. It lays the foundation for your recruitment campaign; enabling the resourcing team to create a fit for purpose attraction proposal and recommendations around interview approach and what assessment tools to use.

Some of the things the Resourcing Advisor and Candidate Marketer will want to discuss during the briefing include:

- core information on your requisition such as, location, hours of work and salary etc.
- the key activities of the role and the essential skills, knowledge and experience required in a candidate
- an overview of your wider team/department and how the role fits in to that
- any diversity challenges in the team or function
- the key priorities and current/future focus for the team/function
- what's attractive about the opportunity, and what's challenging about it
- any local market challenges we're likely to encounter when sourcing candidates
- any eligible candidates you're already aware of/in conversation with
- what budget you have (if any) to support additional attraction activity
- what you're planning to do to promote the vacancy through your own network
- how we plan to assess candidates (including pre-screening, video interview and 'what great looks like' behavioural questions)

After the vacancy briefing the Candidate Marketer will write a job advert and recommend an attraction strategy for the position. They will post the job within 1 day of you approving the advert.