***SHF_blackandgrey***

F) Recruitment Flowchart 5/19

**Stoke Hill Federation Recruitment Flowchart**

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| **Advert placed** |

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| **School tours offered** |

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| **Long listing**  Successful candidates contacted and visit to their current setting arranged  Unsuccessful candidates offered feedback on their application |

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| **Visits**  Leadership Team mayvisit long listed candidates in their current setting to observe teaching and learning |

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| **Short list**  Shortlist finalised and references called.  Candidates not shortlisted for interview offered feedback |

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| **Interview Day Part I**  Observe candidates teaching, complete tasks  Unsuccessful candidates at Part 1 offered feedback on observation/tasks |

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| **Interview Day Part II**  Successful candidates invited for interview |

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| **Offer of Post**  Successful candidate offered post advertised, subject to any further checks e.g. outstanding references, right to work in UK etc. |