



RS FORM 3: RECRUITMENT AND SELECTION CHECKLIST

VACANT POSITION INFORMATION

VACANCY REF NO:

POSITION NUMBER:

POSITION TITLE:

MINISTRY/AGENCY/OFFICE:

DIVISION:

POSITION LOCATION:

POSITION LEVEL:

| STEP | ACTIVITY | DATE COMPLETED | NOTES/COMMENTS |
|------|--|-----------------|---------------------------------------|
| 1 | PS endorsed <i>RS Form 4 – Approval to Fill Vacant Position</i> , including: <ul style="list-style-type: none"> <input type="checkbox"/> Reason for recruitment <input type="checkbox"/> Establishment – budgeted vacant position (copy establishment attached) <input type="checkbox"/> <i>RS Form 2 – Job Description</i> (attached) <input type="checkbox"/> Recommended option for filling vacancy and & justification <input type="checkbox"/> Interview Panel Members <input type="checkbox"/> Budget for advertising/recruitment <input type="checkbox"/> <i>RS Form 5 – Advertising Template</i> (attached) | Date PS Signed: | |
| 2 | Interview panellists notified of their nomination and responsibilities. Confirm their availability for selection panel meetings/interviews. | Date contacted: | Method of contact with panel members: |
| 3 | Applicant packs prepared for collection, include: <ol style="list-style-type: none"> 1. <i>RS Form 2 – Job Description</i> 2. <i>RS Form 6 – Application for Employment</i> 3. <i>Sample Form 1– Application Letter</i> 4. <i>Sample Form 2 - CV template</i> | Date prepared: | |
| 4 | Advertise the vacancy using the advertising strategies listed in <i>RS Form 4</i> (tick the options used) <ul style="list-style-type: none"> <input type="checkbox"/> Solomon Star/Island Sun <input type="checkbox"/> SIBC/Other radio station <input type="checkbox"/> Ministry Notice Board <input type="checkbox"/> Website (please list) _____ <input type="checkbox"/> Social Media (please list) _____ <input type="checkbox"/> Other: (please list)_____ | Date advertised | |

| | | | |
|----|--|-----------------|-------------------------------|
| 5 | <p>Applications received by HR and:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registered on <i>RS Form 7 – Applicant Register</i> <input type="checkbox"/> Assessed applications to ensure it is complete and all docs attached <input type="checkbox"/> Contacted applicants with incomplete applications and advised them how to complete it (This step is optional) | Date completed: | |
| 6 | Shortlisting conducted: <i>RS Form 8 – Shortlisting Register</i> attached with shortlisting criteria and outcomes. | Date completed: | Name of shortlisting officer: |
| 7 | <p>HR scheduled interviews.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm with panel members their availability <input type="checkbox"/> Confirm venue is available for date/time <input type="checkbox"/> Contact shortlisted applicants and notify them of interview time/venue/process. <input type="checkbox"/> Arrange travel if required for applicant or panel members <input type="checkbox"/> Per diems or other costs arranged as necessary | Date completed: | |
| 8 | Interview questions drafted by HR and Panel Chair | Date completed: | |
| 9. | <p>HR provide each panel member with a copy of the following for each short listed applicant:</p> <ol style="list-style-type: none"> 1. Copy of Application form 2. Copy of Application letter 3. Copy of CV 4. Enough copies of <i>RS Form 9 - Individual Assessment Form</i> so that one can be completed for each shortlisted applicant at interview | Date provided: | |
| 10 | <p>Interviews conducted. Each panel member to complete:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>RS Form 9 – Individual Applicant Assessment</i> for each of the interviewed applicants | Date conducted: | Panel members |
| 11 | <p>Panel Chair submits completed paperwork to HR within 5 days of completing interviews:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>RS Form 9 – Individual Assessment</i> for each of the interviewed applicants from each panel member <input type="checkbox"/> <i>RS Form 10 – Selection Report</i> signed by every panel member | Date submitted: | Panel Chair/HR |

| | | | |
|----|--|-----------------------|--|
| 12 | <p>HR conducted reference check for recommended applicant(s) – information detailed on <i>RS Form 10 – Selection Report</i></p> <p>Name of referee: _____</p> <p>Date completed: _____</p> <p>Name of referee: _____</p> <p>Date completed: _____</p> | | |
| 13 | <p>HR contacts recommended applicant/s to request medical and police clearances.</p> <p>(i) Name of applicant: _____</p> <p>Date contacted: _____</p> <p>How contacted _____</p> <p>(ii) Name of applicant: _____</p> <p>Date contacted: _____</p> <p>How contacted _____</p> | | |
| 14 | <p>HR completes <i>RS Form 11 – Submission for Approval of Appointment to a Vacant Position</i> and submission (don't forget to attach copy of Scheme of Service provisions if relevant)</p> <p><input type="checkbox"/> PS Signed <i>RS Form 11</i>.</p> | Date completed: | |
| 15 | <p>HR prepares Submission for PS Commission-include documents in following order (<i>RS Form 11 on top</i>):</p> <p><input type="checkbox"/> <i>RS Form 11: Submission for Approval Memo</i></p> <p><input type="checkbox"/> <i>RS Form 3: Vacancy Tracking Checklist- FULLY COMPLETED.</i></p> <p><input type="checkbox"/> <i>RS Form 4: Approval to Fill Budgeted Vacancy</i> (with JD & Establishment attached)</p> <p><input type="checkbox"/> Panel Documents - <i>RS Form 9 & RS Form 10</i> and any other documentation provided by the panel. Reference Checks completed.</p> <p><input type="checkbox"/> Application letter</p> <p><input type="checkbox"/> <i>RS Form 6 – Application Form for Employment</i></p> <p><input type="checkbox"/> CV</p> <p><input type="checkbox"/> Qualification/ Certificates (most recent first)</p> <p><input type="checkbox"/> Reference letters</p> <p><input type="checkbox"/> Scheme of Service Provisions (if relevant)</p> <p><input type="checkbox"/> Medical Clearance**</p> <p><input type="checkbox"/> Police Clearance **</p> <p>** Medical & Police Clearances not required for existing public officers</p> <p>MAKE SIX (6) COPIES</p> | Date submitted to PSC | |

HRM AUTHORISATION

The above information is a true and accurate record of the merit based recruitment and selection processed completed for the vacant position:

Signed: _____ Date: _____

Human Resources Manager

AFTER THE COMMISSION DECISION

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|----|---|---------------------|--|
| 16 | PS MPS issued appointment letter | Date issued: | |
| 17 | Approved Applicant commences duty with Division. | Date commenced: | |
| 18 | Notified MoFT Payroll of salary commencement date (Note: salary commences on employee's actual start date in the job) | Date MoFT notified: | HR/MoFT Payroll |
| 19 | Update your Ministry's gender profile with results of the recruitment/appointment process | | All Ministry's will be required to report on this data |