

## Recruitment and Selection - Managers Guidance

### Appointable Candidates

When you have a good pool of applicants for your job, it may be that there are several appointable candidates – i.e. candidates who are good enough to do the job but who weren't the top scoring person on the day. You will of course pick the best one as the successful candidate but the following points may be useful:

- Explain to candidates when you let them know the outcome that although they were unsuccessful on the day for the particular job in question, you were impressed with their performance and they were appointable.
- Ask them if they would be happy for you to keep their names and contact details on file for any future opportunities in the next six months.
- If for any reason your preferred candidate drops out at any stage, you can approach others who performed well at the selection procedure and offer them the job. This can even be the case after the preferred candidate starts work, if it happens in the very early stages. All this can apply up to a maximum of six months from the original interview date – any longer than this and you should refer to Departmental HR, as it may be better to start a fresh recruitment campaign.
- If suitable opportunities arise at a later date, you may wish to alert the appointable candidates to the new vacancy. If this vacancy appears shortly (within six months) after the previous one and all the details of the post are the same (or so similar as to make no material difference) – location, grade, duties, hours (or could be fewer) etc. then the best candidate from the previous post can be offered the job, subject to the usual checks without the need for another interview. You will need to ensure that you still comply with all the necessary processes of Safer Recruitment/Warner Recruitment if relevant. If a longer time span has elapsed or if there are significant differences with the post, then you can still contact the appointable candidates and invite them to apply, if you think the post would be of interest to them and they have the necessary skills. They will be treated the same as any other applicants at this stage and this should be made clear to them.

Please note that if there are internal candidates who have priority status for vacancies e.g. are individually at risk of redundancy, and meet the essential criteria for the job or could do so with reasonable training, they must be given priority consideration before other appointable candidates as described above.