

## **GUIDELINES TO RECRUITMENT**

---

Following the convening of an employment interview, the Human Resources Officer is required to proceed as follows; (i.e. after the Head of Ministry has approved the minutes of the interview).

- Write to/phone the successful candidates to inform them of their success and when they should report to Human Resources Department;
- Write to unsuccessful candidates advising them of not making it;
- Successful candidates to complete and sign P.S.C 1 form and furnish the Human Resources Officer with original personal, academic and professional qualifications;
- Make copies for appointment purposes;
- Ask Records and Information to open personal files for all successful candidates;
- Successful applicants to should be vetted by CID (security/criminal);
- Successful Security / Criminal vetted applicants to be medically examined;
- Applicants with adverse remarks on their medical examination may have their appointments forwarded to S.S.B on 'restricted benefits' normally for six or twelve months duration awaiting determination by the Secretary for Health. Upon satisfying the Secretary for Health's conditions, the Paymaster Salary Service Bureau must be advised to appoint the member to indefinite conditions of service / or as advised;
- Advise the candidate to open an account with any banking institute which would be used for payment of salaries and allowances;
- Candidate to read and sign "Declaration of Secrecy" form and the Human Resources Officer / Assistant to witness;
- Please note that the date on the assumption of duty form and on the appointment form should be the same.

**APPOINTMENT CHECKLIST: DOCUMENTS REQUIRED BY S.S.B**

Attach the following to documents to a checklist-covering minute;

- i) Appointment form
- ii) Birth Certificate (certified copy)
- iii) Educational qualifications (certified copy)
- iv) Proof of experience (if applicable)
- v) Medical examination form
- vi) Method of pay advice form
- vii) Marriage certificate (if any)
- viii) National Identity card (certified copy)
- ix) P.S.C referral letter/ minute/N.E.S.D
- x) Assumption of duty form
- xi) Professional qualifications (certified copies)
- xii) Vetted fingerprints
- xiii) Other (State)