

Resolve Recruitment

The use of competency based recruitment for niche market positions such as compliance, risk and governance enables candidates to provide evidence (based on professional experience) of their suitability for the position.

Resolve will use the interview process as well as a short written questionnaire, appropriate to the role being recruited for, to ensure that the candidates have an understanding of the regulatory environment as well as the ability to provide both a pragmatic and practical approach to situations arising during the normal course of business.



Resolve Recruitment Form

Section 1: Vacancy Details (For completion by client)			
Vacancy Ref: (If applicable):			
Client Contact Details:	Name:		
	Email:		
	Direct Line:		
Role to be Filled: (Attach job description)			
Duration of Vacancy:	<input type="checkbox"/> Permanent <input type="checkbox"/> Contract (specify term)		
Hours of Work:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (specify hours)		
Salary Band:	From £:		To £:
Recruitment Media: (Tick any that you DO NOT wish us to use)	<input type="checkbox"/> Resolve Linked In <input type="checkbox"/> Banner on Resolve Technical Database Mail-out <input type="checkbox"/> Resolve Own Website <input type="checkbox"/> Direct Approach <input type="checkbox"/> Press Advert (content/cost to be agreed with client) <input type="checkbox"/> Other (please specify if you wish other method)		
Selection Criteria:	1		
	2		
	3		
Other Relevant Information:			
Closing Date (If applicable):			

Section 2: Competency Testing (Questions) (For completion by Resolve)	
1	
2	
3	
4	
5	

Section 3: Candidate Summary & Breakdown

(For completion by Resolve)

No. Applicants:		No. Applicants Shortlisted:		No. Applicants Rejected:	
Applicants who withdrew from Process (& reasons):					

Candidates Proposed for Rejection

(No interview)

Name	Current Employer	Current Position	Rejection Reason

Candidates Proposed for Interview

 (For completion by Resolve or Client¹)

Name	Current Employer	Current Position	Interview Date/ Time

Comparative Assessment of Shortlisted Candidates after Interview & Competency Testing

Name	Criteria 1	Criteria 2	Criteria 3	Test Results	Overall Rating

¹ Resolve can conduct 1st interviews and provide shortlist or can simply undertake competency testing

Section 4 – Our Recommendation

(For completion by Resolve)

Name	Recommendation

Section 5 – Recruitment Outcome²

(For completion by client)

Details of Offer Made:	
Rationale for <u>not</u> following recommendation	
Name:	
Position:	
Date:	

² Your feedback is appreciated and will help us refine our recruitment process