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**RECRUITMENT SURVEY**

As part of our work towards ensuring the most effective use of resources, we hope to learn from those who participate in the recruitment process. To do this, we would be grateful if you would complete this survey form as your views are important to us. This will provide constructive feedback to facilitate continuous improvement in our service, which will enable us to provide a service which reflects our customer needs. It would be very much appreciated if you could complete and return this questionnaire whether or not you intend completing an application form.

The information contained within the questionnaire will be used for analysis and will not form any part of the selection process. Thank you for your co-operation in completing this form.

Post ………………………………………………….Closing Date …………………………

**GENERAL INFORMATION**

1. How did you find out about the post?

Publication please specify ……………Word of Mouth  Internal Ad 

Internet  Job Centre  Local Authority  Other  please specify ……

1. Please specify what attracted you to apply? (tick all the relevant boxes)

Salary  Nature of the job  Other benefits  Career Opportunities 

Advert  Other  please specify ………………………………………………

1. If you have decided not to apply please state what contributed to your decision.

…………………………………………………………………………………………………

1. Response time

Our aim is to ensure receipt of information by candidates within three working days following the date of request. Please specify whether :

This was met  This was not met  if not, please specify period ………working days.

**CANDIDATE PACK**

Please indicate your views in relation to the information provided by ticking the boxes below

Scoring code: **1 Not satisfactory 2 Satisfactory 3 Good 4 Excellent**

**1 2 3 4**

1 Guidance to candidates   

2 Layout of the application form    

3 Employment information    

4 Standard and relevance of other information    

5 Ease of reading and clarity of material    

6 Overall level of satisfaction with information    

**COMMENTS**

1. Which aspects of the pack did you feel were the most useful?

2. Were there any aspects of the pack that did not meet your requirements?

3. How do you think the pack could be improved?

1. Please provide any general comments you may have upon the recruitment service that has been provided.

Signed ………………………………………………………..Date …………………………………..

Print Name ……………………………………………………………………..

Please return this form to the mailing address of Kala Sangam.

***Thank you for taking time to complete this survey.***