

Talent Acquisition Guide

The Owl Centre now has a dedicated Talent Acquisition function!

Why?

Talent Acquisition is crucial to the growth of the business, enabling us to hire more people more quickly whilst improving candidate experience and **freeing up your time to do what you do best.**

Moving forward, the Talent Acquisition Team will manage the recruitment journey for **all teams** (both clinical and non-clinical, freelance and employed). All applications and recruitment-based enquiries must come to the [Recruitment inbox](#).

So What?

The Talent Acquisition Team will look after and manage a number of tasks **on your behalf**, including:

- Referrals & internal applicants
- Salary benchmarking
- Creating and posting job adverts
- Reviewing applications
- Conducting initial screening calls
- Developing interview templates
- Scheduling interviews
- Reviewing Hiring Approval forms
- Creating formal job descriptions
- Scheduling interviews
- All candidate communication
- Delivering offers
- Providing feedback to all candidates
- Liaising with HR regarding onboarding

Hang on - What about us?!

Collaboration is vital to the success of our recruitment efforts. We've all got the same goal, to hire the right person first time.

You will be involved in providing information about what skills and/or experience you require, as well as conducting interviews. Ultimately, the decision of who to hire still sits with **you!**

So many questions, so little time...

Please take a look at the process breakdown and FAQs pages in this document - if you still have questions or just want to have a chat, please reach out to me directly via [email](#) or Teams.

Speak soon!

Harriet

Harriet Hughes
Talent Acquisition Partner



Recruitment Process

A visual guide of the key steps to successful hiring!



FAQs

Does this apply to freelancers as well as employed staff?

Yes, all recruitment, employed or freelance, will be managed by the Talent Acquisition Team.

Both freelancers and employed staff are representing The Owl Centre externally to existing and prospective clients and so we want to ensure they are the right person to deliver an excellent service to our clients.

I want to start hiring for my team, how do I let you know?

The first step is completing the relevant Hiring Approval form:

Clinical Staff form

Non-Clinical Staff form

Once completed and reviewed, we will arrange time to speak to discuss the specific details of the role.

How will you know if someone is a good fit for my team?

It's a collaborative process! Before anything happens, we will need to discuss the role requirements. This information will be used to create (or adapt) a job advert and job description, which we will ask you to approve before advertising the role.

I know someone who would be a great fit for The Owl Centre - can we hire them?

That's great! To ensure equal opportunities for all, any referrals or recommendations you have need to be directed to the Talent Acquisition Team and we will take them through the relevant recruitment process.

I'd like to put myself/an existing Owl employee forward for a role - what's the process?

Awesome - We're all about internal mobility! Please reach out to the Talent Acquisition Team to discuss your specific circumstances - you will still be required to attend the same interviews as an external applicant.

Can you provide advice and guidance on recruitment matters?

Absolutely! Whether you need support with salary bandings, defining job titles and descriptions, creating comprehensive interview packs, best practice interviewing or something else - just let us know!

How can I get in touch with the Talent Acquisition Team?

For general recruitment-related enquiries, please click [here](#) to email the team

For any escalations or confidential conversations, please reach out via [email](#) or Teams to Harriet, the Talent Acquisition Partner.