



YOUR GUIDE TO RECRUITING A PA

Once the direct payment agreement is signed, you can start to recruit a PA(s) to provide the support you need.

Where to start? KCIL can support you with:

1. Preparing a job description

Including detailing tasks involved and hours required. *An example of a job description can be found online at www.kcil.org.uk/jobdescription*

2. Preparing a person specification

This outlines the skills, experience and knowledge required. *An example of a person specification can be found online at www.kcil.org.uk/personspec*

3. Drafting a job advertisement

An example can be found online at www.kcil.org.uk/jobadvert

4. Registering

Register at www.find-a-pa.com and uploading your vacancy.

5. Advertising locally

Helping you to place an advertisement in a local shop or newspaper if you prefer. *An example of an advertisement can be found online at www.kcil.org.uk/jobadvert*

6. Creating a shortlist

Help with drawing up a shortlist of candidates who best meet your requirements.

7. Creating interview questions

Help with preparing questions for interview.

8. Supporting you to interview

Being there to support you when you interview suitable candidates. This may take place at KCIL's offices in central Kingston if you prefer.

