

## Recruitment Questionnaire

Please complete if you decide not to apply

Thank you for your interest in Shetland Islands Council. If you have decided not to apply for the post, we would be grateful if you could take a few moments to complete this questionnaire and return it to the address at the bottom of the form. Your comments will be dealt with in confidence (you need only supply your name if you want to), and will be very helpful to us in improving our recruitment information.

1. Please give the post title of the job you were considering applying for
2. Did you receive the information by post or electronically? Yes <input type="checkbox"/> No <input type="checkbox"/>
3. If posted out to you, approximately how many days after you requested the pack did you receive it ( <i>please tick as appropriate</i> )? 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days <input type="checkbox"/> 4 days or more <input type="checkbox"/>
4. In your view, did you receive the pack quickly enough? Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Did you have enough time between receiving the application pack and the closing date to review the information and to complete and submit an application should you have wished to do so? Yes <input type="checkbox"/> No <input type="checkbox"/>
6. What attracted you the most initially ( <i>tick all that apply</i> )? Content of Job <input type="checkbox"/> Hours of Work <input type="checkbox"/> Promotion Opportunity <input type="checkbox"/> Salary <input type="checkbox"/> Size/Structure of Organisation <input type="checkbox"/> Location <input type="checkbox"/> Other <input type="checkbox"/> ( <i>please state</i> )
7. If you were considering relocation to Shetland, what factors attracted you? ( <i>Please tick all that apply</i> )? Opportunities for family members <input type="checkbox"/> Low Crime rate <input type="checkbox"/> Cost of Living <input type="checkbox"/> Housing <input type="checkbox"/> Lack of Pollution <input type="checkbox"/> Other <input type="checkbox"/> ( <i>please state</i> )

8. Was there enough information included in the pack to enable you to make an informed decision about whether or not to apply for this job?

Yes

No

9. What information would you have liked to have seen more/less of?

	<u>More</u>	<u>Less</u>
Job	<input type="checkbox"/>	<input type="checkbox"/>
Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>
Department	<input type="checkbox"/>	<input type="checkbox"/>
Shetland Living	<input type="checkbox"/>	<input type="checkbox"/>
Development/Training	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="checkbox"/> ( <i>please state</i> )		

10. Did you contact the informal contact names in the advertisement?

Yes

No

If Yes, was this helpful?

Yes

No

If No, Why not?

11. Did you find it useful having the interview date detailed in the advert?

Yes

No

Date was not included

12. What was your main reason for not applying for this post?

13. Shetland Islands Council is committed to equal opportunities, and welcomes applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Was this apparent from the information you received?

Yes

No

Please add any comments.

14. Did you look at our website?

Yes

No

15. Do you have any other comments about the information you received or our recruitment process that would be helpful to us?

Thank you for taking the time to complete this questionnaire. Your comments will inform developments to our recruitment activities. We may wish to contact you to discuss any of the information you have provided.

If you would be happy for us to do so, please tick this box

*If so, please let us know how you prefer to be contacted:*

Phone, please give numbers and best times to contact you:

E-mail, please give email address:

By letter, please give your address:

Please e-mail completed form to [HumanResources@shetland.gov.uk](mailto:HumanResources@shetland.gov.uk)

Or post to:-

**Human Resources** - Executive Services Department  
Shetland Islands Council  
64 St Olaf Street  
FREEPOST SCO6795  
Lerwick  
Shetland ZE1 0EN

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