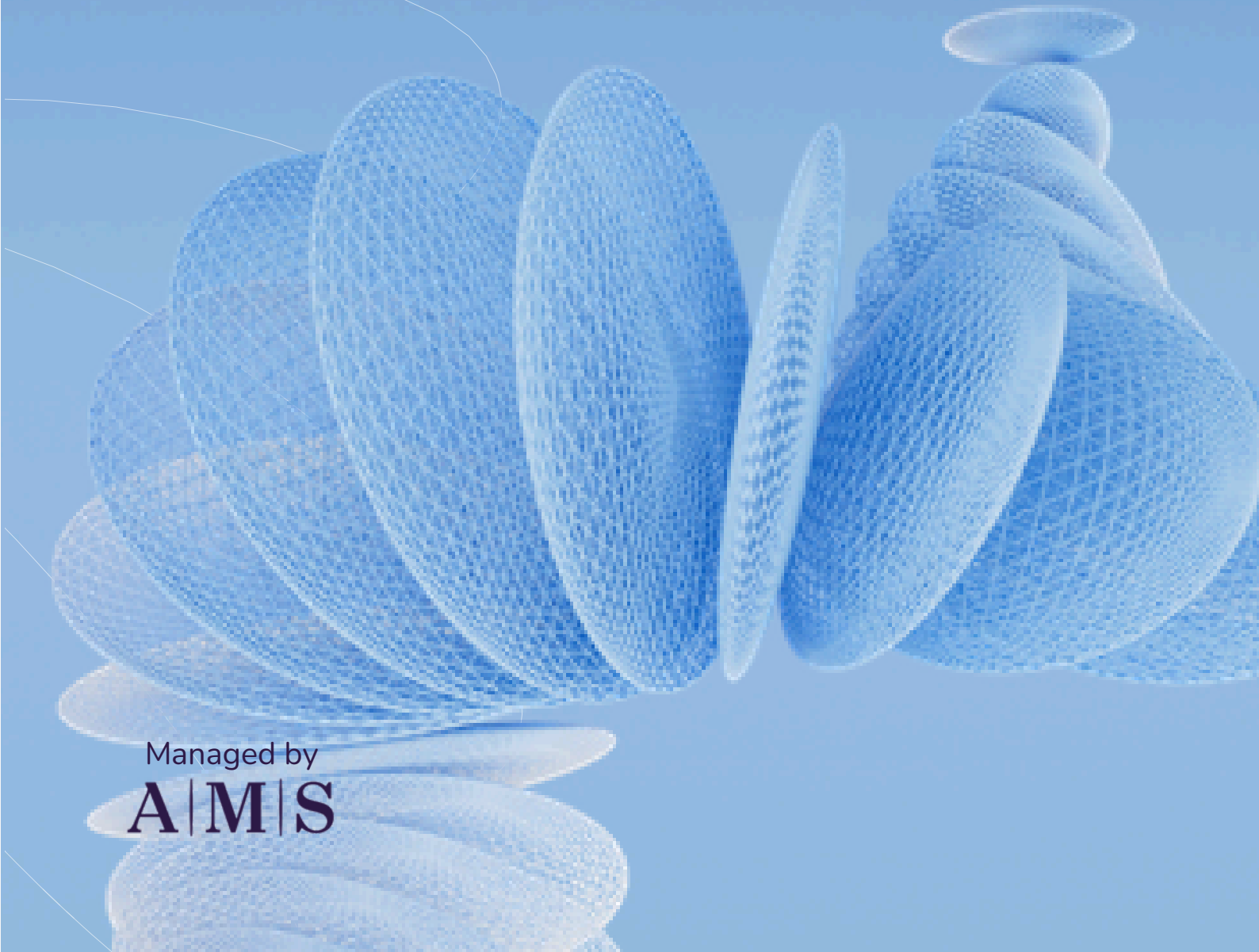
psr: Public Sector Resourcing
Be part of something bigger

May 2026

Hiring Manager Guide

PSR Permanent Recruitment



Managed by
AMS

Step 1 | Hiring Need Identified

Hiring Manager (HM) / Talent Acquisition Team (TA) follows local approval process

HM/TA prepares job description and all details as required for briefing call (listed in step 2).

HM/TA raises a request with the PSR team by completing the PSR Permanent Recruitment - New Job Request Form.

A member of the PSR team picks up request and contacts HM/TA to schedule a briefing call.

Step 2 | Briefing Call

HM/TA and PSR Sourcer/Recruiter attend briefing call to discuss the role and confirm all necessary details:

- Finalised job description and job title
- Headcount required
- Business area
- Role Unique identifier from Client ATS, if available
- Location / remote or hybrid working options; working pattern
- Salary / salary band, grade and benefits package
- Experience and qualifications required; essential and desirable criteria
- Reason for the need and if recruitment activity has occurred previously
- Details of any internals or referrals likely to apply
- Timelines for advertising, interviews, offers and start dates
- Advert template to be used; Welsh advert translation if required
- Scoring matrix to be used (for civil service roles)
- Sourcing and attraction strategy; if suppliers need to be engaged
- Interview format and expectations
- Process overview / confirmation of **ways of working (eg CV submissions to client ATS or on email; anonymised or not; direct candidates to apply directly to client ATS)
- PO number and total fee

Step 3 | PSR Sourcing & Attraction Activity

- PSR creates the role advertisement and sends it to HM/TA for approval.
- PSR posts the role to the PSR career site and other suitable job boards, as agreed in the briefing call.
- PSR engages suppliers, if agreed in briefing call
- PSR proactively searches for suitable talent within existing talent pools, on LinkedIn and job board CV databases as needed.
- PSR builds a longlist of suitable candidates.

Step 4 | PSR Screening or Scoring *(if required)*

- PSR conducts screening calls to assess candidates' suitability and submits a shortlist (screening document and CV) to the HM/TA for review within agreed timeframes.
- **OR** PSR completes scoring activities as per the agreed scoring matrix and sends the completed scoring to HM/TA for review within the agreed timeframes.
- Should PSR encounter challenges throughout the sourcing, attraction, and screening stages, PSR will schedule a call to present market intelligence and discuss potential solutions with the HM/TA.

Step 5 | HM Interviews

- HM receives shortlist / scoring and arranges interviews directly with suitable candidates, keeping PSR notified of interview dates, decisions, and feedback.

Step 6 | HM Offer

- HM/TA advises outcome of interviews to PSR.
- HM/TA offers successful candidate(s) and provides feedback to unsuccessful candidates.
- HM/TA initiates relevant new starter process.

Step 7 | PSR Offer Processing

- PSR confirms fee and PO number.
- PSR raises invoice.

***Ways of working can be tailored per customer as per civil/non-civil processes.*

psr:

Be part of something bigger

Copyright Statement | Copyright © 2026 Alexander Mann Solutions Limited hereafter referred to as AMS.

All rights reserved. This is a copyright document and AMS reserve all rights to both the form and content of this document.