

## How to Complete Confirmation of Appointment Form

- Log on to Talentlink
- Click on My Jobs
- Click on post
- Click on Selection/Hiring Tab
- Click on the successful applicant's name
- Click on the three dots beside Confirmation of Appointment
- Click on Perform
- The Confirmation of Appointment Form will appear
- (At the security question, it should always say 'No Security')
- Click 'Next Question' and complete form
- Once the form is complete, click **Send & Complete** (do not click SAVE – we will not be notified of any change)

Once submitted, e-mail [recruitment@pkc.gov.uk](mailto:recruitment@pkc.gov.uk) to inform us you have completed this and we will then close off the post. ALWAYS provide us with the post reference number beginning with PKC. Alternatively this will be picked up on a report which is generated the following day.

Should you have more than one successful candidate, you will be asked to complete this form for each candidate upon completion of all pre-employment checks. **Please do not complete this form, until all pre-employment checks are in place.**