



Very Important People Services

RECRUITMENT AND SELECTION POLICY AND PROCEDURES

Title: Recruitment and Selection Policy and Procedures

Purpose: This policy sets out the standards to be achieved by staff, at each stage of the recruitment and selection process, when employing new staff to VIPS.

Policy: VIPS is committed to appointing the best person for each position based on their skills, abilities, experience and suitability. This will be without reference to disability, race, gender or any other protected characteristic within the Equality Act 2010.

Staff are expected to follow the procedures within this document to assist with the recruitment process.

Scope: This policy applies to any member of staff in a position to recruit into a vacant post or to any person who assists in the recruitment and selection process.

It has been produced with reference to the following documents:

- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.
- Equality Act 2010.
- National Minimum Wage Act 1998.
- Asylum and Immigration Act 1996.

Procedures

1. Review of Vacant Posts

It is the responsibility of Loraine Stock to ensure that the vacant post needs to be refilled or whether it can be contained within the current staffing establishment or whether the post needs revising in any way.

Any decision to revise a job must have the consent of the registered manager.

When a vacancy arises, Loraine Stock and Jonathan Stock should consider current staff members being made redundant or being redeployed.

The manager can complete a job profile to determine the ideal person for the position, so that VIPS can place the advert in the most appropriate way to attract the ideal person to the role.

2. Job Descriptions

The job description is a key document in the recruitment process. All posts must have a job description prepared prior to advertisement (see Appendix 1 – Job Description Template).

The job description will accurately outline the duties / responsibilities for each role.

When the position falls vacant, Loraine Stock will review the job description and revise this as necessary.

Any review that takes place whilst a post holder is in employment should be done so in line with the appraisal process, equal opportunities policy and with regard to any change in terms and conditions legislation.

Loraine Stock and Jonathan Stock will check job descriptions prior to advertisement to ensure they are free from bias and do not discriminate directly or indirectly.

3. Person Specifications

All posts must have a person specification prepared prior to advertising. The person specification will set out accurately the essential and desirable attributes required for the position including qualifications, knowledge, experience, skills, abilities and any other requirements needed to carry out the role.

The job description will also outline the way in which each particular requirement will be tested either via the application form, during interview or through an alternative method of assessment.

Loraine Stock and Jonathan Stock will check person specifications prior to advertisement to ensure they are free from bias and do not discriminate directly or indirectly.

The person specification is to be used for the short-listing, selection and interview processes.

4. Advertising the Vacancy

All vacancies will be advertised both internally and externally, first having regard to any current staff member who is being made redundant or being redeployed.

VIPS should consider advertising a number of jobs together, where possible, to achieve a more cost-effective advertising rate.

VIPS advertise all positions in the place most appropriate for the role and job profile.

Loraine Stock and Jonathan Stock will negotiate the best rates for the advert.

All advertisements will have VIPS logo contained within them.

Advertisements should only contain information that appears within the job description or person specification.

It should include a competitive pay rate for the post (in line with the National Minimum Wage Act 1998), any other significant requirements needed e.g. split shifts, DBS checks, the closing date for applications, possible interview date and method of response required to the advert.

5. Application Forms and Packages

Each applicant must complete an application form as part of the application process. [*Applicants can submit additional relevant information, if appropriate, including curriculum vitae (CV).*]

An application pack containing a covering letter (giving details of the application process and the closing date), the job description and person specification and relevant company literature will be sent to all applicants via post or email.

Loraine Stock will write to all applicants within two weeks of the closing date to inform them as to whether they have been short-listed for interview.

Where it is not possible to determine interview dates by this time, Loraine Stock will forward an interim letter giving details of the time by which VIPS will make the decision.

6. Short-listing Applicants for Interview

Loraine Stock will convene a short-listing panel prior to the short-listing process. There will be a minimum of two staff on the panel, ideally three.

The Loraine Stock will anonymise the applications, prior to shortlisting giving each candidate a number, to prevent selection bias, when coding them.

The criteria for short-listing will be the skills and competencies required as outlined in the person specification.

Score each criterion against the evidence submitted on the application form, using the scoring code. This will give a fair and consistent approach from which to select candidates for interview. Use a short-listing form to assist with this process (see Appendix 3: Short-listing Form).

Comments can be made on the form to assist with the selection or rejection.

Each panel member should complete the short-listing form individually. [*They can then come together to discuss their results and finalise the interview list.*]

Following the shortlisting of applicants for interview, Loraine Stock will send out letters or e-mails indicating the date, time and venue of the interview and instructions and / or maps of how to find the venue.

Loraine Stock will request that interviewees forward any special requirements they might have for the interview and to confirm their willingness to attend on the given date and time.

If there are any special instruction e.g. if they have to carry out a test or bring any specific information with them, they should be informed of this at this time.

Keep all application forms of those not selected for interview for 6 months to assist with any feedback requested or rejection challenged.

If no application meets the essential requirements of the job, it may need to be re-advertised. Consideration will be needed as to why the applicants were not suitable. The advert may need revision.

7. Interview Process and Alternative Methods of Assessment

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The aim of the interview is to decide which applicant(s) has the required skills and competencies identified within the job description and person specification (that will not be apparent from the application) to do the job required of them.

Ideally, interviews will take place within two weeks of the closing date.

All interview panels will consist of a minimum of two staff, and ideally three.

An interview form (see appendix 4: Interview Form) can be used to assist with selection.

This should be completed in advance and contain identical questions for each candidate. The questions should be those not covered on the person specification and not contained within the application, unless more information is required.

Decide before the interview which panel member will chair the interview, and who should ask each question.

Each panel member should grade each answer (as identified on the interview form) during the interview, and make additional notes where necessary.

If the applicant has been asked to complete an alternative method of testing either prior to or during the interview, for example:

- Skills tests eg. typing, record keeping
- Observation of interactions with service users
- Presentations (managers)
- Psychometric testing (managers)
- Report/other writing tests, etc.

They should receive exactly the same information about the tests and how they will be conducted. They must not receive any additional information that is not given to every other applicant.

The additional assessment should also appear on the interview form and the panel members should grade these in the same way as any questions asked.

The applicant should be given an opportunity to ask questions at the interview and to look around prospective offices and meet future colleagues.

8. Applicant Selection

In making a decision about the most suitable applicant, only information from the application form, interview or alternative method of assessment should be taken into consideration. The decision-making process should only take place after all of the interviews have been completed.

Following completion of the interviews, the panel should discuss the results of the interviews using only the grades and comments identified on each applicant's interview forms, to determine the best candidate for the position.

A note should be made on each interview form as to the suitability of each applicant.

Following any successful selection, Loraine Stock is responsible for providing a provisional offer of appointment to the applicant, initially by phone and followed up in writing.

The letter should make clear any conditions that must be satisfied before VIPS can make a permanent offer of employment.

This may include a satisfactory health report, DBS check, validated references and evidence of the right to work in the UK.

There will need to be satisfactory proof of the person's qualifications listed in the application before an offer of employment can be made.

Ask the applicant to confirm whether they wish to take up the post following satisfactory completion of other conditions and agree for VIPS to approach their referees. Provide a date for reply to speed up this process.

Once the conditions are satisfied, VIPS can make a permanent offer of employment subject to a successful probationary period.

The job description should accompany the offer of employment.

VIPS should issue a contract of employment at this time.

Loraine Stock is responsible for informing unsuccessful applicants without undue delay.

Keep all interview records of unsuccessful applicants for one year to assist with any feedback requested or rejection challenged.

9. Health Report

Loraine Stock is responsible for checking whether the applicant has a condition or requirement that needs consideration to assist with their role or whether there is any condition that might affect their ability to carry out the role successfully.

10. Criminal Record Checks

Depending on the role, applicants will require a satisfactory DBS prior to undertaking their role. Candidates need to be aware that a permanent offer of employment will only be made if this is satisfactory or is at the discretion of the Loraine Stock.

11. References

Candidates are required to give satisfactory evidence of conduct in any previous employment related to social care (adults or children) before a permanent offer of employment can be made.

Loraine Stock will request these references once the applicant has agreed that they wish to take up the position.

Following receipt of these references, Loraine Stock will verify that the evidence given is correct.

12. Entitlement to Work in the UK

The Asylum and Immigration Act 1996 makes it a criminal offence for an employer to employ anyone who does not have permission to work in the UK.

Therefore, before VIPS can make a permanent offer of employment steps must be taken to ensure that the applicant is entitled to work in the UK.

Check the current requirements with UK Visas and Immigration, which is changing as a result of Brexit.

Confirm the documents are valid, and sign these to validate the checking. Keep copies of any documents in the applicant's personnel file.

13. Contract of Employment

VIPS must provide a contract of employment to the new staff member within two months of commencement of employment, even if a probationary period applies.

14. Exit Interviews

All personnel who resign from their post are offered the opportunity to participate in a voluntary exit interview.

The purpose of this is to obtain information about the reasons for leaving, whether the job description and person specification reflects the role and skills required for the job, and to provide the staff member an opportunity to suggest any changes.