

Recruitment and Selection Procedure

Updated: 1st April 2011
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POLICY STATEMENT

ELCAP's approach to recruitment and selection is to appoint the person who is most suited to the job and, in the case of support workers, the right match to the individual requiring a service. ELCAP complies with employment legislation and is committed to equality, diversity and fairness in recruiting staff.

PROCEDURE

Our approach to Recruitment and Selection

This procedure is intended to give managers best practice guidance on recruiting potential staff in a fair and equitable way.

Line managers are responsible for recruitment in conjunction with service users and the Human Resources (HR) Manager. Everyone involved in recruitment and selection has a responsibility to make sure that this procedure is followed. Staff and service users involved in recruitment will receive the appropriate training to carry out the task.

Review of Vacant Post

When recruiting a support worker, the line manager will review the job with the service user, as applicable. Job descriptions and person specifications will be reviewed as required. The person specification details the job requirements and this will include looking at skills and abilities; experience; knowledge; training/qualifications and other requirements. This can also be used when drawing up a job advertisement. Any other post that becomes vacant must be reviewed by a senior manager and a decision made as to whether to re-advertise or re-design the job.

Advertise

As part of succession planning, adverts may be advertised internally in the first instance. ELCAP expect applicants to complete a standard

application form and do not accept CVs. Vacancies are advertised in different formats and include local and national newspapers, Into Work, our website, flyers, recruitment fairs and job centres. The application packs sent out to applicants will include:

- Covering letter
- Job description
- Policy on the secure handling, use, storage and retention of disclosure information
- Equal opportunities monitoring form
- Application form
- Person specification
- Policy on the recruitment of ex-offenders
- Tips on how to complete the application form

Where the application shows a conviction, managers must contact the Assistant Director (SD&D) or the HR Manager for advice.

Short listing

Short listing for the support worker role should be carried out by a line manager. All other posts will be short listed by the line manager and one other manager or HR. The person specification will be used to short list applicants by measuring the application form against the essential or desirable needs of the post .

If any of the applicants are friends or relatives of any panel member, they should declare that there could be a conflict of interest and should have no further involvement in the selection process. Any exception to this rule must be discussed with an Assistant Director.

Guaranteed Interview Scheme

Applicants who have a disability and state this on their application form will be offered an interview, if they meet the minimum essential criteria and have completed an application form appropriately.

The Interview

Short listed candidates will be called for interview. In some cases candidates will be called for a formal interview and a practical test and/or presentation, dependent on the post. Interviews involving service users do not need to happen in an office. For example this could be done by supporting the service user with a hobby and then receiving feedback. For some positions a second interview may be required. [See *Candidate Screening form – Appendix 1*] Feedback will be offered to all applicants who are unsuccessful at the interview, on request.

Successful Candidate

Offers of employment will be conditional until the successful candidate is authorised to start work, i.e. positive occupational health assessment, satisfactory references and enhanced disclosure certification are received. Referees must include the last employer and if the employment history shows a care provider (but not the last employer) then the second reference (for care staff) should be from the care provider. We expect references to include employers, schools or educational institutions who have known the applicant for the past two years. We expect enhanced disclosures for all candidates who are over eighteen to cover the period of at least the past two years.

Elcap will ensure that all steps are taken to try to obtain criminal records checks for applicants who have worked or lived overseas. Where Elcap can not obtain sufficient information from overseas about a candidate, a risk assessment will be carried out on the available information to determine whether the prospective employee is safe to be employed. This risk assessment will be carried out by an Assistant Director.

As part of the Immigration, Asylum and Nationality Act 2006 no candidate will be authorised to work in ELCAP without the appropriate documentation. Where managers have any concerns regarding the authenticity of paperwork they should contact the HR Department.

In most circumstances, for support worker posts, Elcap will offer a casual contract to enable the member of staff to gain experience of being supported to work with an individual service user before another contract is offered.

Proof of Qualifications

Candidates will be required to produce the original certificates of any qualifications or registration they hold as required for the post.

Withdrawing an Offer of Employment

If circumstances arise which require the manager to consider withdrawing any offer of employment, the manager should contact the HR Manager for guidance.

Moving and Handling Training

Where moving and handling training is required for support staff, it will be a condition of their start date that training must be completed before commencement of these duties.

Introduction to ELCAP's Services

In some services ELCAP may offer the successful candidates direct work experience before offering a permanent contract. We will offer up to two week's experience as a trial period to ensure that successful candidates feel suited to our work.

Data Protection and Equal Opportunities Monitoring

The HR Department will ensure that all relevant paperwork for successful candidates is stored in line with the Data Protection Act 1998.

All candidates will be required to complete an Equal Opportunities monitoring form. This will be separated from the application form and not forwarded to the selection panel. The information will be used for statistical and monitoring purposes. ELCAP is registered with the Registrar for Data Protection.

Monitoring

Monitoring recruitment and selection procedures allows ELCAP to ensure that there is no unfair discrimination in the way that we recruit people.

INTERVIEWS - APPLICANTS SCREENING FORM (NON SUPPORT STAFF)

Post _____

Chairperson of Panel _____

Date _____

Candidate	Current Role	Criteria										Other Information	Decision	
		Essential					Desirable						Yes	No
		1	2	3	4	5	6	7	8	9	10			

Scoring Criteria: Please ✓ (met) or X (not met)

Please see Person Specification attached.