

### Introduction

The Blackford Centre aims to attract, select and retain the best candidate to any given vacancy.

The purpose of this procedure is to provide a framework for the recruitment and selection of staff, which also meet the requirements of equality acts, other relevant employment legislation, and best practice.

#### Stages in the procedure

• Establishing a Vacancy

This process should begin as early as possible (e.g. as soon as a resignation is received, a job move agreed or the need for a new task to be completed is identified). Suitable alternatives to recruitment should be considered:

- Reorganising work distribution
- Increasing an existing employee's responsibilities
- Redesigning or automating job tasks
- Restructuring within the related area or department
- Reviewing the current working arrangements of the post

Any changes to existing staff member's duties will be reasonable in view of their current role, with an opportunity to discuss and agree the changes.

Consideration should be given to exactly why the job exists and what the job entails. This will involve analysing the current job and will involve:

- Identifying the purpose of the job
- Identifying the key duties and level of responsibility
- Discussing the role with the current job holder or manager
- Examining the related area or department to identify possible minor internal adjustments

# • Filling the Vacancy

Once agreed by management that there is a need for a new role, a vacancy advertisement, job description and person specification - which will detail the duties, responsibilities and terms and conditions appropriate to the post - should be produced by the lead interviewer and then reviewed by management.

When advertising, all vacancies will be placed with on-line job boards. Publications will be used where it is considered to be the best option.

The advert will specify the format applications should be in. Typically this is that all applications should be sent electronically via RecruiterBox or Indeed. A telephone number must be provided for potential applicants to contact us to discuss reasons why they may not be able to apply using this method.

# • Short listing and Selection

Managers will shortlist applications following the closing date and time. The short listing criteria will be dependent on the requirements of the role.

Using RecruiterBox, all unsuccessful applicants are notified via email. If requested, the interviewer will contact unsuccessful candidates at this stage to discuss why they were not invited to interview.

Again using RecruiterBox, all new applications should be automatically informed that the closing date for applications has now passed.

The interviewer will contact all short listed candidates, in writing via RecruiterBox, inviting them to interview. The template invitation should be used. Applicants invited to interview are asked to select a time and a day of their preference from a selection imputed by the interviewer.

## • Interview and selection process

The interviewer will ensure all candidates are appropriately welcomed and fully informed of:

- when they may expect to be notified of the outcome of the process
- what to expect during the process
- and how they may obtain feedback

All interview questions and tasks will be appropriate to the requirements of the post and in line with equality and diversity.

All interview/task materials will be available in an appropriate, accessible format on request.

# • After the interview

## **Successful Applicants:**

Following the interview and selection process, the lead interviewer will contact the successful candidate to make a verbal offer of employment which is subject to a number of pre employment checks.

The pre employment checks are:

- Proof of right to work in the UK
- Evidence of qualifications specified as essential on the job description/person specification
- Two satisfactory references, one of which must be the previous employer
- Satisfactory medical clearance, where appropriate.

Should the preferred candidate decline the offer and there is a second choice that meets the requirements of the post an offer can subsequently be made.

#### **Unsuccessful Applicants:**

Once a successful candidate has been accepted, using RecruiterBox, all unsuccessful candidates are notified via email. If requested, the interviewer will contact unsuccessful candidates at this stage to discuss the outcome of the interview.

• Acceptance

Management confirms the verbal offer with a written offer of employment and by instigating the formal checks, which all offers are subject to.

This is in respect of all employment, however long the contract.

All employees new to Home Study Courses are required to complete a probationary period before being confirmed in post. Typically this is twelve months.

### • Induction

All new colleagues are supported through an induction programme which will familiarise them with the organisation, their department and their role. The induction training is mandatory. Induction forms are to be dated as individual tasks are completed. The form is to be signed by the new colleague and their manager on completion.