

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

Course:

Tutor:

Stages of the procedure	By Whom	Actions taken	Date complete
Establishing a vacancy	KS	List of key duties and responsibilities produced	
Filling the vacancy	KS	Advert live on Indeed	
Short listing and selection	KS	CV's read and a shortlist created The interviewer will contact short listed candidates, via RecruiterBox, inviting them to interview.	
Interview and selection process	KS	Interview questions and tasks prepared and are appropriate to the requirements of the post and in line with equality and diversity.	
After interview	KS	Successful candidate to have a verbal offer of employment which is subject to a number of pre employment checks.	
Pre-employment checks	KS	Proof of right to work in the UK Evidence of qualifications specified as essential on the job description/person specification Evidence of being employed in the profession for at least two years. Two satisfactory references, one of which must be the previous employer	

Acceptance of contract	ER	Tutor to sign tutor agreement	
Induction process	ER	Assignments checked and feedback sent: Completion of Distance Tutoring course Course certificate sent Active on Dennis Students allocated	
Probationary period	ER	New student assignment checks	

Stages in the procedure

- **Establishing a Vacancy**
- **Filling the Vacancy**
- **Short listing and Selection**
- **Interview and selection process**
- **After the interview**
- **Acceptance**
- **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.