

Recruitment Policy

Appointing Members of Staff & Volunteers

In conjunction with the Director of Services and the Finance Manager the Manager will:

- a) Draw up job specification and personal specification (Standard format below)
- b) Decide on selection method, e.g. practical tests.
- c) Decide who will be involved in short listing/on the interviewing panel. Interviewing panel should include a senior member of staff, and where applicable a funder representative. Interview panels will consist of a minimum of two people. Gender balance of the panel should be considered.
- d) A meeting should be arranged for the panel to be introduced to each other
- e) Decide a timetable for the process.

Equal Opportunities

The Indigo Group ensures that services provided are non discriminatory with respect to gender, ethnic group, disability or sexual orientation. To further promote equality we ensure compliance with our policy on the safe recruitment of ex offenders

Advertisements

Advertisements should be placed in newspapers/journals appropriate to the position

Advertisements should state that The Indigo Group is an Equal Opportunities and family friendly employer. Childcare staff adverts should state that an Enhanced Disclosure of Criminal records will be required. Applicants should be offered postal telephone and e- mail contact details and on-line application packs.

Application Packs: Should include the following:

- Job Description, personal specification, conditions of employment and timescale for recruitment
- Background information relevant to the post
- Equal Opportunities Monitoring form
- Application form
- Recruitment Policy
- Policy on the recruitment of ex offenders

Return of Completed Forms:

Monitoring Form:

As soon as applications are received, the administrative worker numbers the monitoring form to match the number given to the application form envelope and keeps it in a separate place. If there is more than one job being applied for the monitoring forms should be kept in separate files. The information will be put into statistical form by the administrative worker. This form should be returned to the Administrator at 123 Castlemilk Drive.

Application Forms

A reference number is put on the address sheet and the application form only. The address sheets are kept apart from the forms by the administrative worker.

Applications forms will be put aside into a file for short-listing.

Short-listing:

In the case of a large response the Manager/Director weeds out unsuitable candidates. (These will be checked by a member of interviewing group.)

Applicants will be short-listed by interviewing panel on the basis of meeting the essential and desirable characteristics and practical experience relevant to post and recorded via scoring pro-formas. If any member of the panel knows a candidate they are to declare an interest and may withdraw from the interview if it is considered necessary.

Practical Task:

In many cases it may be appropriate to ask short listed candidates to carry out a practical task related to the post. This should be agreed by the short listers and details sent out to candidates if advance preparation is required.

References:

References may be taken up prior to interview (unless the candidate has requested that this is not done) or only after interview. All references should be in writing or if given over the phone must be confirmed in writing. At least one reference should be from a former employer, normally the most recent employer. The referee should have relevant information before being approached. The sample letter (A) should be sent with references form (B) job specification and any relevant information about the job/project. If references are taken after interview, offers of appointments must be subject to receipt of satisfactory references. In the case of childcare staff, offers will **also** be subject to receiving satisfactory Enhanced Disclosures/ PVG Checks from Disclosure Scotland.

Invitation to Interview

To make best use of administrative time Invitation to Interview tasks should include:

- Letter appropriate to role with list of what is required at interview, i.e. ID, Birth certificate, Proof of Address, etc. [standardised]
- PVG Form where necessary
- Employee Information Form
- Self Declaration Form
- Bank Details / NI Form

Interview Questions:

These should be prepared by the Manager /Lead Officer and sent in advance to the Interview Panel.

Pre-Interview Panel Meeting /Brief:

This may be held just before the interviews.

Tasks:

- a) Decide responsibilities of each member.
- b) Draw up/agree interview assessment sheet.

Questions: To conform to Equal Opportunities legislation, questions should:

1. Avoid making assumptions about marital status, children, or domestic obligations. Questions on marriage plans or family intentions should not be asked.
2. Avoid assuming that a physical disability will preclude use of stairs.
3. Avoid judgements based on clarity of speech, e.g. a dialect or accent.

Meeting Staff:

Applicant should have the opportunity to meet the staff before the interview. This is not prescriptive, however it can be useful to observe how applicants interact with staff / children for childcare posts. She or he should have the opportunity to see their working space/play area, equipment etc. The staff should be given sufficient information about each applicant to avoid repetitive questions, but should not see the application form. They should complete an assessment grid as soon as possible after meeting. If it is appropriate for the client group to meet the applicant, they should understand what is happening and the limitations of their input. The feedback to the interviewing group may be on a formal or informal basis.

The Interview:

Someone should be on hand to greet the applicants, offer them a refreshment and indicate where the toilets are.

Layout of interview room should be welcoming without being too intimate. It should be quiet, have a confidential atmosphere and there should be no interruptions.

The panel should introduce themselves. Candidates should have the opportunity to ask questions at the end of the interview and to be informed when they will be notified of the decision.

After the Interview:

The interview group compare notes/score sheets together with feedback from staff/clients.

For candidates who are closely matched, it may be helpful to check the scoring given to each candidate on the various criteria between panel members and discuss any differences. If references have been taken up in advance, the appointment can be made straight away. If the panel are not sure about their decision it may be helpful to delay a final decision until the next day. If references have not been taken up, this will need to be done

before an offer of appointment is confirmed. An offer can be made though it should be clear this is pending positive background checks and references.

SSSC Registration

Childcare staff are required to be registered with SSSC at the time of appointment. Registration details should be cross checked by the Manager with the online register, this will determine if the information is accurate and up to date. Staff in entry level post [Support Worker / Peripatetic Assistants] can be given the opportunity to register and a designated time period of 6 months will be set. Opportunities to work towards relevant qualification will correspond with

Informing Applicants

The offer should be made by telephone and accepted verbally before the other applicants are informed. Unsuccessful candidates should be informed by telephone only after the successful applicants have accepted, all telephone calls should be followed up with a letter.

If no answer by telephone, leave a message and ask the applicant to return your call, decision or offers should not be left by voicemail. Record on the application form who made the call and what time, and what time any messages were left, if any.

All scoring sheets used by the panel should be kept by the Director or Manager for a period of six months after the interview in case an unsuccessful applicant challenges the decision.

Pro forma

Job Description

Thewill be responsible to..... for

Specific duties will include the following - each main area of the job should be specified with the details given of what is required.

1. **Liaison:**
2. **Support:**

All job descriptions should include the following:

Equal Opportunities: Ensure that services provided are non discriminatory with respect to gender, ethnic group, disability or sexual orientation.

They should also be followed by the sentence:

The job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time.

Personal Specifications:

Essential:

Desirable:

Conditions

1. **Period of appointment:** The appointment is a permanent one.
Confirmation of appointment is subject to satisfactory completion of a 3 month probationary period.
2. **Salary:** The salary would be
3. **Hours of work:** ... hours weekly, between
4. **Holidays:** Holidays are .. working days and .. Public holidays
5. **Pension:** Once the appointment has been confirmed you are eligible to join the Employer's Pension scheme. The Indigo Group pays 3% of your salary and you pay a minimum of 3%. If you are already in a pension scheme, other arrangements may be possible.
6. **Training and Support and Supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision from the Manager and annual appraisals. Regular team meetings are held and staff have access to internal and external training.
7. **Equal Opportunities and Family Friendly employment:** The Indigo Group aims to be an equal opportunities and family friendly employer. The post is open to job sharing.
8. **Recruitment Timetable:** The closing date for applications is and short listing will take place that week. Interviews will be held on

A) SAMPLE REFERENCE LETTER

Dear Referee,

Applicants Name:

I have been given your name as a referee for the above applicant, I would be grateful if you would complete and return the attached form. Please find enclosed a copy of the job description. Telephone references are acceptable in the first instance and should be confirmed in writing at your earliest convenience.

If for any reason you are unable to provide a reference, please return the form blank with this letter to enable us identify the applicant.

Many thanks for your time and I look forward to hearing from you soon.

Yours sincerely,