



RECRUITMENT AND SELECTION PROCEDURE

RECRUITMENT AND SELECTION OF STAFF PROCEDURE

Objectives

This policy has been written to ensure the selection and recruitment of staff is in accordance with JRH Support's Equality and Diversity Policy. It also ensures JRH Support operates with effective staffing levels.

Recruitment Planning

The leadership team will discuss staffing levels on a regular basis. This will assist in identifying any anticipated recruitment need.

Advertising

- The leadership team is responsible for advertising the job in the appropriate media. Within the job advertisement a closing date will be included for receipt of applications.
- Previous unsuccessful applicants may be considered at the Service Manager's discretion.

Process of Applicants

- Applicants will be required to complete an online **Job Application Form** from the Company website www.jrhsupport.co.uk

Interview & Short-listing

- Completed application forms will be compared to the job description by the relevant team leader, and applicants who fit the criteria will be shortlisted for an initial telephone interview.
- The relevant manager conducts a telephone interview with the candidate, completing a telephone interview form to score the candidate's answers.
- Successful candidates will then be invited to a face to face interview. They will be sent a link to complete a staff profile and submit it so it can be discussed at the interview.
- Interviews will be conducted by two interviewers, and wherever possible at least one service user. One of the interviewers will complete the face to face interview form for each question, documenting a provisional score for each question.
- At the end of the interview, the applicant will be asked to complete a short literacy and numeracy test. One of the interviewers will remain in the room with the applicant whilst they complete the tests. The results of these are used to

determine whether someone may need some additional support once employed.

- Following the interview, the interviewers will discuss the applicant's performance and finalise the scoring from each question. The decision on whether or not to provisionally appoint an individual will be based on this checklist.
- One of the interviewers will contact the successful applicant/s advising them of the provisional offer of employment and detail the main terms and conditions appropriate to the level of appointment.
- Unsuccessful applicants will be notified by telephone, and will be offered feedback if requested.

Pre-employment checks

- Two references will be taken up for any candidate who has been given a provisional offer of employment. Information on a candidate's medical history will be requested, and JRH Support may require suitable candidates to undergo a medical examination prior to taking up an appointment.
- References from the candidate's most recent employer must be from the relevant company email address or on company headed paper.
- All support staff who are made a provisional offer of work by JRH Support will be required to apply for an enhanced Disclosure and Barring Service (DBS) Criminal Records Check and DBS Vulnerable Adults Barred list.
- Staff who are not directly supporting people will be required to apply for a standard Disclosure and Barring Service (DBS) Criminal Records Check.
- To check what type of DBS to apply for with management and admin roles, go to <https://www.gov.uk/find-out-dbs-check/>
- If a new recruit has signed up to the DBS live update service, a status check should be completed by going to: <https://secure.crbonline.gov.uk/crsc/check?execution=e3s1> and entering the relevant details. You will need their DBS certificate number, the name on the certificate and their date of birth. Once this check has been completed it should be documented on People Planner.
- For non UK nationals we should endeavour to check their overseas criminal record by contacting the Embassy or High Commission of the country in question. We could also try contacting the Foreign and Commonwealth Office (FCO) Response Centre Helpline on 020 7008 1500 or try to obtain a certificate of good conduct and any other references from potential overseas employees.
- Staff will not be able to start employment until the above checks have been completed, however, they may be invited to head office to begin induction training prior to all checks being successfully completed.

- If it transpires that a new recruit has a criminal record, this should be discussed with the General Manager who will be the final decision maker on whether to continue with recruitment or not. Details of the offence and the decision on whether to recruit will then be entered on People Planner in the DBS section.
- As well as the above checks, staff will not be able to commence employment until they have provided evidence that they have permission to work in the UK.

Contract of Employment

Upon commencement of employment the successful candidate will be given an appropriate Staff Contract of Employment.

Induction

All new staff attend an induction, and are then allocated a mentor for the first 12 weeks of their employment. New staff are enrolled on the Care Certificate and this is completed using a combination of online training and observations by their mentor.

Existing service users

We support some service users to prepare for and apply for jobs, however we do not employ existing service users as support workers as this may conflict with the support they receive from us.