

## Policy Statements

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## Recruitment & Selection Management Guidelines

### Policy Statements

ESPA aims to ensure that:

- the organisation has sufficient information on all candidates to enable a judgement to be made about their suitability for the job and that the candidate has the necessary information in order to make a decision about the job and the service;

1.3 This policy will be revised on a regular basis, in line with best practice, and with changes to the law.

## 2. Vacancies

2.1 Any new post that is created will be based on the needs of the service and in

- 3.7 Applications that are received on a daily basis that meet the criteria required will be kept on file for a period of six months if there are no current vacancies. This will be confirmed in writing.

### Equality and Diversity

- 3.8 Application forms include a detachable section in regard to equal opportunities data. The purpose of collecting this information is to monitor the accessibility of the recruitment process. Applicants are not obliged to provide this information. This section of the application form will be removed before short listing. Only information relevant to an application will be discussed with any appointing manager, for instance specific health requirements, for health and safety reasons.
- 3.9 An assessment of any required support or the need to make reasonable adjustments to the premises, work layout or terms and conditions of employment will be identified for any applicant who declares a d

#### 4. Selection Process

##### Shortlisting

- 4.1 The HR Department have responsibility to shortlist candidates for interview, basing the list on the requirements of the job description and person specification and the candidate

- 4.11 Proof of identification and completion of the DBS disclosure form will be required following a successful informal interview.
- 4.12 In the event that a candidate is not suitable for a service that they have visited but may be suitable to work in another service, alternative vacancies will be explored and another service visit will take place. Where there is no suitable vacancy available, but the applicant would be suitable for future vacancies, the application will be held on file for a period of six months. This will be confirmed in writing.
- 4.13 The decision to offer a position in ESPA will be made taking into consideration the particular needs of the individual service/s and service users/learners. Where they are able, service users/learners will be asked for their opinion on potential staff members as their input is valuable.
- 4.14 All candidates will be advised of the outcome of the recruitment process by letter.
- 4.15 If no suitable candidates are identified through the recruitment process the post will be re-advertised. If after the post has been re-advertised and there is still no suitable candidate the job description and person specification will be re-visited to establish what can be done in order to attract appropriate staff. This usually only occurs in positions that are hard to recruit to.

## 5. Offer of Employment

### Conditional Offer of Employment

- 5.1 Applicants who meet the essential requirements for the post and have completed the two stage interview process successfully will be given a conditional offer of employment with ESPA. The conditional offer of employment will state the job role, salary, place of work.
- 5.2 A health questionnaire will be issued with the conditional offer letter. This is to be completed by 6(e)19.8793()-347.474(6(e)19.879 0 0 10.745an187(at)7.48056(e)-126.55(t)9.9-n)1

- 5.7 No external applicant can commence in a position within ESPA until all pre-employment checks have been received and are deemed to be satisfactory. This is due to the requirement to protect vulnerable adults. Any exceptional circumstances must be discussed with the HR Manager.
- 5.8 A risk assessment may be required prior to an individual's confirmation of appointment, as part of ESPA's duty of care. This would be appropriate, for instance, if a specific health requirement has been identified throughout the recruitment process.

5.19





## 8. External Agency Staff

- 8.1 ESPA would not usually have an agency member of staff covering a vacant post, but they are used in exceptional circumstances, after authorisation by the HR Manager.
- 8.2 Any agency member of staff must have a recent DBS clearance in order to work in any service.
- 8.3 Staff who are working through an agency who then choose to apply for a post within ESPA will be subject to the same recruitment process as any other external candidate.
- 8.4 For reasons of continuity and consistency of support by familiar and established support staff, and due to the cost implications of appointing someone from an agency, appointments will only be made to posts where there have been no suitable candidates identified through the normal recruitment processes.

## 9. Monitoring and Evaluation

- 9.1 Human Resources will monitor all applications on the basis of Race, Disability, Gender Reassignment, Age, Sexual Orientation, Sex, Marriage and Civil Partnership, Pregnancy and Maternity and Religion or Belief specifically, in accordance with ESPA's Equality Schemes. Applications will be monitored for the following stages; applications, shortlisted candidates and successful candidates.

Signed &&&&&&&&&&&&&&&&&&&&&&&& .. 

Date &&&&&&&&&&&&&&&&&&&&&&&& .. 

Review date &&&&&&&&&&&&&&&&&&&&&&&& .



## Process

Complete the declaration below and return it alongside your completed application form. Your application will then be considered on its merits. If you meet the essential criteria for the post, it will be guaranteed that you will be interviewed for the position that you have applied for.

### Declaration

I consider myself to have a disability, in accordance with the definition of the Equality Act 2010. I would like my application to be considered for the guaranteed interview scheme.

Position Applied for: \_\_\_\_\_

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please indicate any requirements that you may have relating to your disability to enable you to attend an interview.

Appendix 2

SELECTION INTERVIEW:

Date of interviews:

Interview Panel:

Candidates Name:

INTRODUCTION TO INTERVIEW PROCESS

Go through application form:

QUESTION 4

QUESTION 5

QUESTION 6

QUESTION 7

Information about the position/conditions of service: salary £

- a. Shifts/weekends/sleepins/Night shifts
- b. Holidays 8wks, Pension Automatic Enrolment, PHI after 1yr service

Any questions?

Explanation of the Police Checking/vetting process.  
DBS  
Timescale and process from now to the appointment.  
Informal interview format and purpose.

Assessment Criteria	Score
Outstanding	

## Appendix 3

### ESPA health questionnaire (to be completed by job applicant)

Please read the following before completing this questionnaire.

This form will be used by the Manager, the HR Department, the Health and Safety Adviser and if necessary, Occupational Health, to assess your capability for employment (including safety aspects), to identify any disabilities that may affect safety or work performance, and if necessary, to identify any reasonable adjustments that may be necessary. Anyone who has experienced mental health issues will not be discriminated against and disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment. The information will be treated in strict confidence and in accordance with the Data Protection Act 1998.

If medical reports are required from your GP or specialist this will only be obtained with your written consent.

In signing the declaration at the end of this questionnaire you are confirming that all information



Has your employment ever been terminated on the grounds of ill-health/

Any medical condition which could incapacitate you at work e.g. epilepsy, severe migraine, severe asthma, vertigo, blackouts?	YES	NO
Any nervous system disorder (such as Multiple Sclerosis or Parkinson s disease)?	YES	NO
Any form of brain tumour, brain or head surgery?	YES	NO
Any serious head injury with or without skull fracture?	YES	NO
Sleep apnoea, or narcolepsy?		



Example activities that Residential, College or Domiciliary support staff may engage in.

- Walking on occasion long distances and at a fairly brisk pace in all weather (some people we support may enjoy walking for miles and keep up the same pace the entire time)
- Swimming
- Gardening general gardening; some units have allotments and within the College there are two horticultural training areas
- Trampolining support staff rarely go on the trampolines but may be required as spotters
- Dancing many of the units attend community discos or dance exercise sessions each week. Getting up with the people we support to dance is an important activity
- Football usually as a leisure activity, not in an organised way
- Bowling this is a regular leisure activity although staff are not always required to engage.
- Travelling a lot of the people we support use public transport, buses, trains etc. This can involve standing for long periods.
- Duke of Edinburgh operates within the College and can involve physically challenging activities
- Cycling less common than other activities but takes place in some sites
- People handling some of the people that ESPA support may have mobility difficulties and require physical support during transfers

HEALTH QUESTIONNAIRE FEEDBACK FORM

This form should be completed by the manager after receiving the applicant's health questionnaire. If any health issues are disclosed that may impact on a person's ability to safely fulfil the requirements of the role, these should be discussed with the applicant. The form must be returned to the HR Department at the earliest convenience as no external applicant can commence in a position within ESPA until all pre-employment checks have been received and are deemed to be satisfactory.

Candidate's Name:		Service:	
Position Applied for:			

Has the applicant disclosed any health issues? YES

NO

(If No, sign the form and return to HR. If Yes, please answer the remaining questions).

Have any disclosed health issues been discussed with the applicant: YES

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If Yes, please comment:

Will any health issues affect the applicant's ability to fulfil any part of their role? Y-8u87(t)-12.3987(o 0.87

POSITION:			
Signature of Service Manager (if different):			
NAME:		DATE:	