

## The Recruitment Process

Last reviewed: March 2024

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We thought it would be helpful to provide a step by step guide for recruiting staff and volunteers.

**Step 1** - Design job description. Think about what the job involves and the qualifications, skills and experience a person will need to do it.

Why?

This will enable your potential employee to demonstrate their experience against the job description in their application. It will also give them a detailed description of what the job entails and how it will be monitored.

- Job title.
- Who is their manager.
- Location of job.
- Contractual hours.
- Rate of pay/Salary.
- Objectives of the job.
- Specific tasks which are required to fulfil the job.
- Targets or performance management.
- Skills and qualifications.
- Personal qualities required.

**Step 2** - Job description agreed by board members or specific manager.

If you are recruiting for a new board members or new teachers, it is likely the board members/directors will want to have input in to the job description. If it is a lower scale job, such as an administrator, then responsibility may be delegated to a manager. If you are recruiting volunteers, then it may be the volunteer coordinator who oversees this.

**Step 3** – Prepare application pack

Prepare an application form to include

- o Personal details
- o Past and current work/volunteering experience

- o a written declaration that they have no past convictions, cautions, legal restrictions on their behaviour, actions or movements, and no pending cases that might affect their suitability to work with children
- o Send them your safeguarding policy

**Step 4** – Advertise the post. You do not have to advertise a job vacancy in a particular way or at all. But if you don't advertise at all this may lead to indirect discrimination unless you can objectively justify your approach.

In order to publicise the job and encourage a variety of people to apply consider advertising in a number of places. Your organisation may have guidelines on where jobs are advertised.

Applicants download or email/phone in for an application pack

Sending out printed job packs costs money and administrator time. Having these available to download on your website will save money.

**Step 5** - Completed applications are kept confidentially by nominated person until the deadline day.

Application forms will hold personal information. When handling personal information, you must comply with the GDPR and Data Protection Act 2018.

**Step 6** - All applications have any monitoring form and any personal information about the candidate removed. Equality law does not say that you have to use a monitoring form as part of the recruitment process.

All personal information should be detached from applications before shortlisting; if they are kept together candidates may be judged unfairly and discriminated against.

**Step 7** - At least two people will shortlist the applications.

It is best to involve a couple of people in the shortlisting process. Normally applicants will be scored against the person specification. It would be best if the same two people conducted the interviews. Before the interview stage you need to:

- Decide on your interview questions and tests.

**Step 8** - Candidates chosen for interview will be informed by post/email/phone call. Potential candidate informed of the interview date, time, and given any instructions regarding the day e.g. topic for a presentation.

Give applicants enough notice. If possible, include interview dates in the job pack so that candidates can keep the day free.

**Step 9** - Interviews using a pre-set list of questions

By having pre-set questions you will cover the main areas which need to be discussed. It also ensures that you have a consistent approach with all candidates not giving one preferential treatment over the other. You must not ask questions about someone's protected characteristics unless these are very clearly related to the job.

- Conduct your interviews – have at least two people interviewing.
- Ask about the applicants' experience and why they want to work with children.
- Check how well they understand your safeguarding policy.
- Ask about anything you need to know more about, such as gaps in employment history.

**Step 10** - Interviewers decide who the most suitable candidate for the job is.

Initially the Interviewers will use their scores from the questions to sort candidates into a descending order. They can then discuss each one's individual merit before coming to an agreed decision. Once a decision is made the following checks should be completed:

- Check identity
- Qualifications
- References –a phone call and in writing
- DBS / Criminal record checks

**Step 11** - Candidate is offered the job over the telephone, with a formal written offer being put in the post once the candidate has accepted.

Always ring to offer the position to your candidate first before ringing the unsuccessful applicants. You want to make sure they still want the position.

**Step 12** - Interviewer contacts the unsuccessful candidates offering constructive feedback.

Giving constructive feedback to each applicant will help them in their future job search.

**Step 13** - Arrange start date and prepare the successful candidate for work/volunteering.

- Induction
- Probationary period
- Supervision and support