

Deafblind Scotland (DbS) vision – “A society in which deafblind people have the permanent support and recognition necessary to be equal citizens”



Deafblind Scotland Policy on Recruitment and Selection

What do we mean by recruitment and selection?

The process that DbS undergoes to employ new staff or fill any vacant posts.

Policy Statement

DbS is an Equal Opportunities employer. The aim of DbS's policy on recruitment and selection is to ensure that DbS select the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including: race, colour, nationality, ethnic or national origins, religion, sex, sexuality, actual or perceived AIDS/HIV status or perceived association with an HIV positive person, gender re-assignment, marital status, age, social background, and disability.

DbS will achieve the aims of the Recruitment and Selection Policy by ensuring that:

- vacancies reach as wide a pool of potential applicants as practicable
- there are clear job descriptions and objective person specifications for every job.
- procedure and code of good practice for recruitment and selection for appointment or promotion, is followed by every employee involved in recruitment and selection
- staff involved in the recruitment and selection process are given adequate training on the DbS's Policy and Procedures and their responsibilities
- unlawful and unfair practices are not introduced by monitoring/reviewing its policy and procedures

Implementation

Responsibility for advising, developing, implementing and monitoring this Policy lies with the Chief Executive. Other senior staff members who interview and appoint personnel will be trained in the use of this policy.

Employment of Disabled Persons

All applicants with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.

Complaints

If any employee/job applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy or Procedures, he/she can make a complaint, which will be dealt with in accordance with the agreed procedures.

This policy is in accordance with the relevant legislation and various codes of practice

Deafblind Scotland Procedure for Recruitment and Selection

Aim of Procedure

This procedure provides a framework, which if followed, will ensure that DbS's policies on recruitment and selection are followed, implemented and appropriately monitored.

1. Advertising and application packs.

To ensure vacancies reach as wide a pool of potential applicants as practicable, the post should be advertised externally as well as to all members of staff including office based staff and field workers.

1.1 Adverts should detail:

- Job title
- Salary
- When funding for project ends (if applicable)
- Closing date
- Interview date
- The need for an enhanced Protection of Vulnerable group (PVG) membership check or appropriate level of Disclosure check
- Two satisfactory references from their most recent employers, where possible.
- If the post requires the holder to register with an external organisation such as The Scottish Social Services Council
- Contact details
- Website address

1.2 Details of requests for application packs should be taken in the office.

- Name, address, phone number
- Which format they would like the application pack: electronic, hard copy, large print, Braille, moon, audiotape etc.

1.3 Application pack, should contain:

- Standard applicant letter, confirming closing date, interview date and need for a satisfactory PVG and two satisfactory references, and end date if applicable.

- Job description, which contain person specification
- Application Form
- Equal Opportunities Monitoring Form.
- General information on Deafblind Scotland.

2. Returned applications

When applications are received in the office, the date received should be clearly marked.

The completed application and the equal opportunities monitoring form should be given to HR for filing.

3. Short-listing

Except in exceptional circumstances only applications received by close of business on the closing date should be considered.

- 3.1 To aid shortlisting an Interview Selection Form should be completed. Only the 3- 6 candidates who meet the most requirements should be interviewed.
- 3.2 All applicants with a disability or from any minority groups who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.

4. Candidates selected for interview

Candidates selected for interview should be written to as soon as possible confirming dates, venue and time for interview.

- 3.1 Candidates should be reminded again of the need for a satisfactory PVG, a registration status check with the SSSC and two satisfactory references from previous employers.
- 3.2 Candidates should be asked if they have any special requirements for the interview e.g. access to a Sign Language Interpreter.
- 3.3 Candidates should be asked to confirm their attendance.

5. Interview Process

- 5.1 No less than two people should be on the interviewing panel.
- 5.2 Each candidate should be allocated the same amount of time except when candidates needs dictate otherwise.
- 5.3 Each candidate should be asked the same agreed questions or be asked to do the same test. Answers and outcome should be logged on an Interview Outcome form and scored by the

individual panel members.

- 5.4 Questions/tasks should allow the candidate to demonstrate the skills they have that enable them to meet the post's criteria. A cut off acceptable score set prior to the interview should be agreed by the panel.

6. Making the decision

The Interview panel members should compare notes and assessments. However these should be used as a guide and in conjunction with other factors i.e. concerns you may have about the suitability of the candidate(s), notes taken in response to answers/observations. Discussion between the interview panel and overall scores should result in either agreeing on the suitability of the candidate(s) or agreeing that there are no suitable candidates emerging from the interviews.

7. Offer

If a decision was made to appoint:

- 7.1 Verbal Offer: The successful candidate should be informed verbally that you would like to offer them the job, subject to satisfactory references, their satisfying the Asylum & Immigration Act, a registration status check with the SSSC and receipt of a satisfactory PVG check. You should ask the candidate at this stage, if possible, to confirm their acceptance verbally.
- 7.2 A written offer should be done as soon as possible after the interview in order that letters can be sent. Copies of all application forms and assessment forms should be returned to HR for filing. You should also notify of any reserve candidates, in the event that the panel's first choice cannot be taken on for any reason.
- 7.3 For unsuccessful candidates, brief reason(s) for not appointing should be noted and passed the panel chair-person so feedback can be provided if required. In the event of an internal candidate not being successful, again reason(s) should be noted for the file. It is important that you are prepared to talk to unsuccessful candidates who require some feedback, particularly where your comments may help the candidate do better next time. Unsuccessful applicants details should be stored for no more than 6 months then destroyed unless their consent is given for their application to be held and considered for an alternative position. (all in compliance with GDPR 2015 regulations)

8. If a decision was made not to appoint:

HR should be informed as quickly as possible in order that appropriate letters can be sent to the candidates. All copies of application forms,

together with assessment forms and reason(s) for not appointing should be sent to HR.

It will then be the decision of the Chief Executive to adopt a strategy for re-advertising.

NB: If you are ever in any doubt with regards to an appointment, please seek further advice/guidance from the Chief Executive.

1. Taking up References

Verbal Reference: this should be taken up, by the employing line Manager, if there is a short time scale between the interview and the applicant commencing work. Please note that verbal references will always be followed up by a request for written reference from HR. If you request a verbal reference, please ensure that you ask the referee the questions on the reference request form and make notes of the conversation. These notes should then be sent to HR for filing.

Two Written References: HR will usually take up requests for written references. A standard reference request form is sent to referees and on receipt of these they will be copied to the employing line Manager. The original references will be filed in the staff member's personal file. At least one should be from the most recent employer where possible.

Please note that a candidate should not commence work unless references have been received, either verbal or written.

If we receive an unsatisfactory reference, depending on the content, we would discuss this with the candidate and advise if the offer of employment is to be withdrawn. The Chief Executive will provide advice in these circumstances.

2. Withdrawing a Job Offer

It may on occasion be necessary to withdraw an offer of employment to a candidate who has already accepted it. The reasons for withdrawing a job offer which are directly related to the candidate are:

- Unacceptable references
- Failure to satisfy the Asylum and Immigration Act 1996
- Unsatisfactory PVG or Disclosure check (i.e. barred from register work)
- Failure to disclose a criminal conviction
- As a result of the registration status check with the SSSC it is found that the individual is barred from working with vulnerable adults and or children.

The Chief Executive will provide advice and support in these circumstances.

PVG or Disclosure Check

These will be carried out by the appointed person within the organisation. Checks will be carried out on any person doing regulated work, paid or unpaid, this can include:

- Front line staff in a regulated service
- Supervisors and managers of front line staff in a regulated service
- Staff involved in the delivery of regulated services
- Trustees involved in the governance of regulated work

Protected Adults are defined as an individual aged 16 or over who is provided with (and thus receives) a type of registered care, health, support or welfare service. Protected adult is therefore a service based definition and avoids labelling adults on the basis of a condition or disability. Therefore any person paid or unpaid not working as part of a registered service but involved in working directly with Protected Adults will require a PVG check.