



Introduction

This procedure applies where people are being recruited to posts with the council and should be read in conjunction with the Recruitment, Appointment and Induction policy.

The procedure is intended to support managers and applicants with the aim of ensuring timely recruitment and induction to help maintain council services.

Where the post involves contact with service users, managers should refer to the Safe Recruitment procedure to ensure people who may present a risk of harm are not allowed to work with children or adults in the council's care.

Further guidance and a process map on specific aspects of the procedure can be found at:
Link to: [Recruitment pages on InTouch](#)

It is recommended by the Executive Director – People, that this policy is adopted by schools. Where adopted by a school, for “Executive Director” read “Headteacher/Chair of Governors” and for “People Management” read “HR provider”.

Process

1. **Vacancy Management**
Recruiting managers are responsible for ensuring consideration is given to alternative resourcing options and that the relevant approval is obtained before commencing recruitment to a vacant post.
2. **Recruitment Advertising and Selection**
All advertising and selection procedures must conform to Equality legislation and be fair and transparent. The procedures followed will also ensure that employees who may be at

risk of redundancy or are unable to continue in their current role due to illness or disability, are able to secure alternative employment within the council.

Recruiting managers are expected to maintain accurate written records throughout the recruitment process.

3. Appointment – Pre-employment checks
Offers of employment are subject to the satisfactory completion of pre-employment checks and managers must not allow applicants to commence employment before these are confirmed.
The Safe Recruitment Guidance should be followed for posts where the duties include contact with service users who may be children or adults.
4. Induction
The Induction process should be followed to enable people to become engaged in their work in the council.
5. Process & process maps
Detailed guidance and process maps are provided to enable managers and employees comply with this procedure.

Responsibilities

Managers will:

- Ensure there is at least one appropriately trained person on the selection panel and that others engaged in the recruitment process have read and understood the policy and guidance
- Maintain accurate written records of selection procedures for all applicants
- Ensure selection processes safeguard service users who may be children or adults
- Treat all applicants fairly
- Be prepared to give unsuccessful applicants constructive feedback
- Seek advice from People Management or the Service Centre where necessary

HR and Service Centre will:-

- Provide advice and support to managers and employees where necessary
- Work closely with managers and applicants to ensure all recruitment is administered in a timely manner to reduce delays to appointments

Should further clarification be required in relation to the process please contact the People Management Team.

For Schools:

Name of School:	
Date by which School have adopted procedure:	