

Recruitment and Selection Policy

Road 2 Success Limited (R2S) is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service.

A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to R2S's performance and fundamental to the delivery of a high-quality service.

To make sure we recruit suitable people those involved in the recruitment process will have the appropriate safer recruitment training.

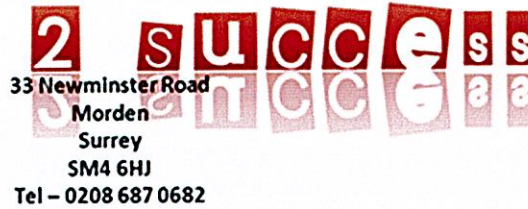
R2S is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

R2S is an Equal Opportunities Employer and supports a policy of equal opportunities in all areas of its work and responsibilities.

- R2S will provide a fair and reliable basis for selecting the most suitable candidate for any given vacancy.
- Each applicant will receive the same opportunity to fulfil the job specification.
- In filling any vacancy R2S will encourage applications from suitably qualified internal candidates, thus allowing maximum opportunity to develop their careers.
- All potential employees will be required to complete a selection procedure, which will assess candidates against a range of requirements.

Recruitment Procedure

- In filling any vacancy, we must ensure that the safeguarding and welfare of children and young is considered and guaranteed at each stage of the process.
- In filling any vacancy, we must also try to ensure the most cost-effective and efficient deployment of R2S's current and potential employees.
- Assess whether the vacancy needs to be filled and whether it would benefit the business more to make an alteration to the current position.
- Is the position salaried, part-time, on a short-term contract – would it be more suitable to use sub-contractors?
- Draw up advertisement, advertise internally, in the local job centre, local newspaper and any other appropriate source; discussion should take place between Centre Managers.



- Any advertisement must contain fair and accurate details of the job and must clearly state a date for the return of application forms.
- When a prospective employee requests an application form, we must send a standard application form, job description, Equal Opportunities Monitoring Form, details regarding the application closing date and an address for the return of application forms.
- Shortlisting should start when the closing date has arrived.
- Shortlisting should allow us to identify suitable and unsuitable candidates.
- A least two members of staff should be involved in the shortlisting. It is advisable that one should have direct management responsibility for the post holder.
- If any of the candidates are known to any of the interviewers this should be declared before the shortlisting takes place in order to restrict any potential conflict of interest.
- The key task is to find evidence to support decisions, both for selection and de-selection using the job description.
- Only the information contained in the application form should be considered; no personal knowledge of an applicant should be considered.
- A reasonable adjustment to the post requirements **may** be considered and any subsequent recruitment processes **must** be considered if the applicant has disclosed a legitimate disability (in order to comply with Disability Discrimination Act obligations).
- R2S's Selection Form (PP3) should be used for shortlisting purposes.
- Unsuccessful applicants must be informed by letter.
- All of R2S's posts involve dealing with young and vulnerable clients/learners, therefore applicants are required to consent to a DBS check. Applicants choosing not to consent to a DBS check almost certainly cannot be considered for the post.
- Invite shortlisted applicants for interview, either by letter or telephone.
- Consider any inconsistency in gaps of unemployment
- Once we have shortlisted a candidates, we will ask them to complete a self-declaration of any criminal record or reasons that would make them unsuitable to work with children. Giving them the opportunity to share information and discuss in the interview.
- **Interviews** should be well planned, in a private, comfortable environment with no interruptions.



- Please use form (PP4) for interview notes.
- The interview should be a two-way process; applicants should be given the opportunity to ask their own questions.
- Terms and conditions should be discussed including salary, holiday etc.
- Decisions can be confirmed by telephone or letter. It is best to telephone in case the applicant rejects the offer; however, the successful applicant must receive confirmation in writing as soon as possible.
- All offers of employment should be made subject to receipt of satisfactory references. Referees should be telephoned or written to immediately.
- All activities involving the selection of the successful candidate(s), (e.g., obtaining references, DBS check) shall be recorded in the candidate's personnel file should they choose to accept an offer of employment, subject to data/information retention restrictions imposed by DBS regulations.

Useful Tips

- Prepare well for the interview, decide on who is going to do what, be organised.
- Put the applicant at ease, explain how the interview will be structured.
- Be polite to the applicant at all times – you will be wanting the applicant to accept an offer of employment if it is made, even if the applicant is initially unsuccessful at the interview stage.
- During the interview take relevant notes.
- Questions should be relevant to the job description and position in question.
- Avoid Questions which require only a Yes or No answer.
- Ask only one question at a time – keep the questions as clear and concise as possible.
- Remember to ask the candidate if they wish to declare anything prior to the expected DBS check.
- Remember When, Who, Which, and Why.
- Remember you can always follow-on from previous answers.
- Always pay full attention to the candidate.



2 S U C C E S S
33 Newminster Road
Morden
Surrey
SM4 6HJ
Tel - 0208 687 0682

- If your question is not answered as you expected, try and suggest there may be an alternative response.
- Listen to the candidate, let them do the talking.
- Never argue or give advice.

Signed: 

Date: 