

Accessible Recruitment Policy



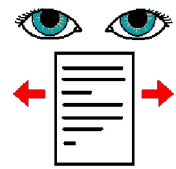
June 2009

This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

The complete policy statement can be found within the Recruitment Policy document available from the Admin Team at the Consortium Office.

Principles

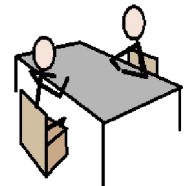
1. Look at if there is a vacancy



2. Send job application forms out



3. Applications will then be short-listed and interviews done if they meet all the requirements



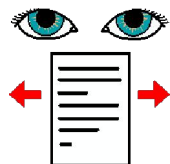
4. Applicants will then be told how they did



5. The person will then be under probation and then the post confirmed



1. Vacancies



Jobs become available if someone leaves or if the company is growing

Managers should see if the needs of the Consortium are being met already and whether another person is needed

2. Job Applications



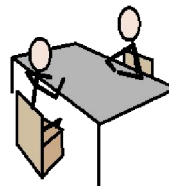
Job descriptions have to be approved by the Director or Operations Manager or the Chief Executive for posts above Contract Manager

The Person Specification will give 'essential' and 'desirable' points that a person should have

Jobs will be advertised in accordance with Equal Opportunities. Job advertisements should be concise and readable

People can ask for information about the job and they will be sent an Application pack (Application form, Job specification, Person Specification and a policy statement about employing people that have committed crimes)

3. Short-listing and Interviews



More than one manager will get a list of people that they want to interview

This is based on whether they meet the person specification

Interviews are then set to gather information

First there is an informal interview and then a formal interview

More than one person should always be interviewing. Who is involved can be decided beforehand

Applicants are then graded at the end of all the interviews

We want Service Users to be more involved in this process in the future

The outcome of Interviews

Applicants will be told how well they did and the Personnel Co-ordinator will be told

If no-one is suitable for the job then it can be advertised again

If people want to complain they can follow the Complaints Procedure

If someone is successful



References will be taken and a CRB check done

A letter to confirm the job will be sent

A probationary time of 6 months (or maybe more) will start to check that the person is suitable and capable. The post can then be confirmed