**Recruitment & Interview Procedure**

1. Evaluate whether employee needs replacing and at what level, liasing with managers and practitioners
2. Review job description following agreement of evaluation
3. Draft advertisement and plan interview process (inc agreed questions)
4. Advertise: SCC job bulletin, on-site, Facebook, twitter, indeed
5. Agree interview panel to shortlist
6. Shortlist (inc review applications, gaps and any concerns which need addressing)
7. Apply for references, HR checks, DBS check and health checks
8. Interview (flexible to suit interviewee’s needs)
* On the job trial
* Formal interview – check identify (eg passport, right to work in the UK etc)
* Check experience/qualifications
* Check medical suitability
1. Advertise successful candidate and inform unsuccessful candidates. Issue a letter of preliminary acceptance explaining:
* Contract of employment
* Ownership of keeping employer informed
* Need to be supervised at all times until DBS authorised
* Identify gaps in candidate skills and knowledge from the interview and how these will be picked up through probation and induction
1. Plan for probation and induction