



RECRUITMENT AND SELECTION POLICY & PROCEDURE

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POLICY STATEMENT

ELCAP's approach to recruitment and selection is to appoint the person who is most suited to the job and, in the case of support workers, the right match to the individual requiring a service. ELCAP complies with employment legislation and is committed to equality, diversity and fairness in recruiting staff.

PROCEDURES

Our approach to Recruitment and Selection

This procedure is intended to give managers and administrative staff the best practice guidance on recruiting potential staff in a fair and equitable way. We use guidance from the Scottish Social Services Council (SSSC) on safer recruitment, which influences our recruitment procedures.

Managers are responsible for recruitment and involve service users as much as possible during the second stage of our interview process. We believe it is important that the person has the opportunity to meet the individual they will be supporting and the team they will be working within, to gain feedback from the individual that we support, that they would be content to be supported by this individual. External HR Advice will be taken where and when necessary.

Everyone involved in recruitment and selection has a responsibility to make sure that this procedure is followed.

ELCAP operate an ongoing recruitment of Support Practitioners. We do not wait for vacancies, instead we believe that in order to provide continuity of services and allow us to have sufficient staff available to start new services as and when required.

Job descriptions are reviewed regularly to ensure that they are still fit for purpose and reflect the job that the post-holder does.

Vacant posts

If any non-Support Practitioner post becomes vacant, this position must be reviewed by the leadership team and a decision made as to whether to re-advertise or redesign this job.

Advertise

As part of succession planning, adverts may also be advertised internally. ELCAP expect applicants to complete a standard application form and do not accept CVs or applications through agencies. Vacancies are advertised in different formats and can include local and national newspapers, our social media sites, our website, recruitment websites, flyers, job centres and word of mouth.

The application packs sent out to applicants will include information on ELCAP, the role they are applying for, an application form and equal opportunities form.

Shortlisting

Shortlisting for all posts should be carried out by the immediate line manager.

The person specification will be used to shortlist applicants by measuring the application form against the essential or desirable needs of the post.

If any of the applicants are friends or relatives of the person shortlisting, then the person shortlisting should declare that there could be a conflict of interest and should have no further involvement in the selection process. Any exception to this rule must be discussed with the Chief Executive or Registered Manager.

Where the application shows a conviction, managers must seek authorisation from the Registered Manager or Chief Executive for proceeding with the application. The Registered Manager or Chief Executive are then required to counter sign the shortlisted application to ensure that they have risk assessed the situation and are happy to proceed with the application.

If the candidate is a member of SSSC, then their record must be checked prior to interview, to ensure there are no warnings on their file. Any SSSC warnings must be highlighted to either the Registered Manager or Chief Executive before the application can proceed.

Guaranteed Interview Scheme

Applicants who have a disability and state this on their application form will be offered an interview, if they meet the minimum essential criteria and have completed an application form appropriately.

The Interview

Short listed applicants will be called for interview.

Support Practitioner interviews

Support practitioners interviews take place in two stages; stage 1 and stage 2.

Stage 1 is a brief formal interview, where candidates will be asked questions to establish if they have the basic skills and values required of a Support Practitioner in ELCAP.

If unsuccessful, the line manager must write a detailed explanation on the stage 1 question template confirming the reason the application is unsuccessful.

If successful at stage 1, the applicant will then be invited to stage 2 of the interview process. Stage 2 will only take place if stage 1 was successful and we have received two satisfactory references and a satisfactory PVG disclosure check. Health screening will only be carried out prior to appointment, where necessary and a doctor's report may be requested.

During the 2nd stage interview, candidates will meet with the line manager and paperwork will be completed regarding policies and other information. The candidate will then be introduced to the individual they will be working with and will carry out two shadow shifts (paid). Feedback is then provided by the individual receiving support and their Support Practitioner.

Referees must include the last employer and if the employment history shows a care provider (but not the last employer) then the second reference (for care staff) should be from the care provider. We expect references to include employers, schools or educational institutions who have known the applicant for the past two years.

Interviews for other posts

Applicants for other posts will be called for a formal interview and a practical test and/or presentation, dependent on the post. A second interview may be required.

Feedback will be offered to all applicants who are unsuccessful at the different stages of interview, on request.

Successful Candidate

Once all steps of the recruitment process has been followed and we are satisfied that all relevant paperwork has been completed. The line manager will offer a permanent contract to the candidate. The line manager will then notify the Finance Officer to issue the candidate with a permanent contract.

Probation/Induction of candidates

During the first six months of employment, the manager will meet with the candidate at least once to carry out a CPD meeting. The manager will also gather feedback for the 2nd stage interview to inform a decision on whether the candidate meets the requirements of the post during the probation period.

Proof of qualifications

Candidates will be required to produce the original certificates of any qualifications or registration they hold as required for the post.

Support Practitioners will only be offered the qualified rate of pay, upon ELCAP staff receiving these certificates.

Withdrawing an offer of employment

If circumstances arise which require the manager to consider withdrawing any offer of employment, the manager should contact the Registered Manager who will liaise with our external HR support for guidance

Training prior to employment

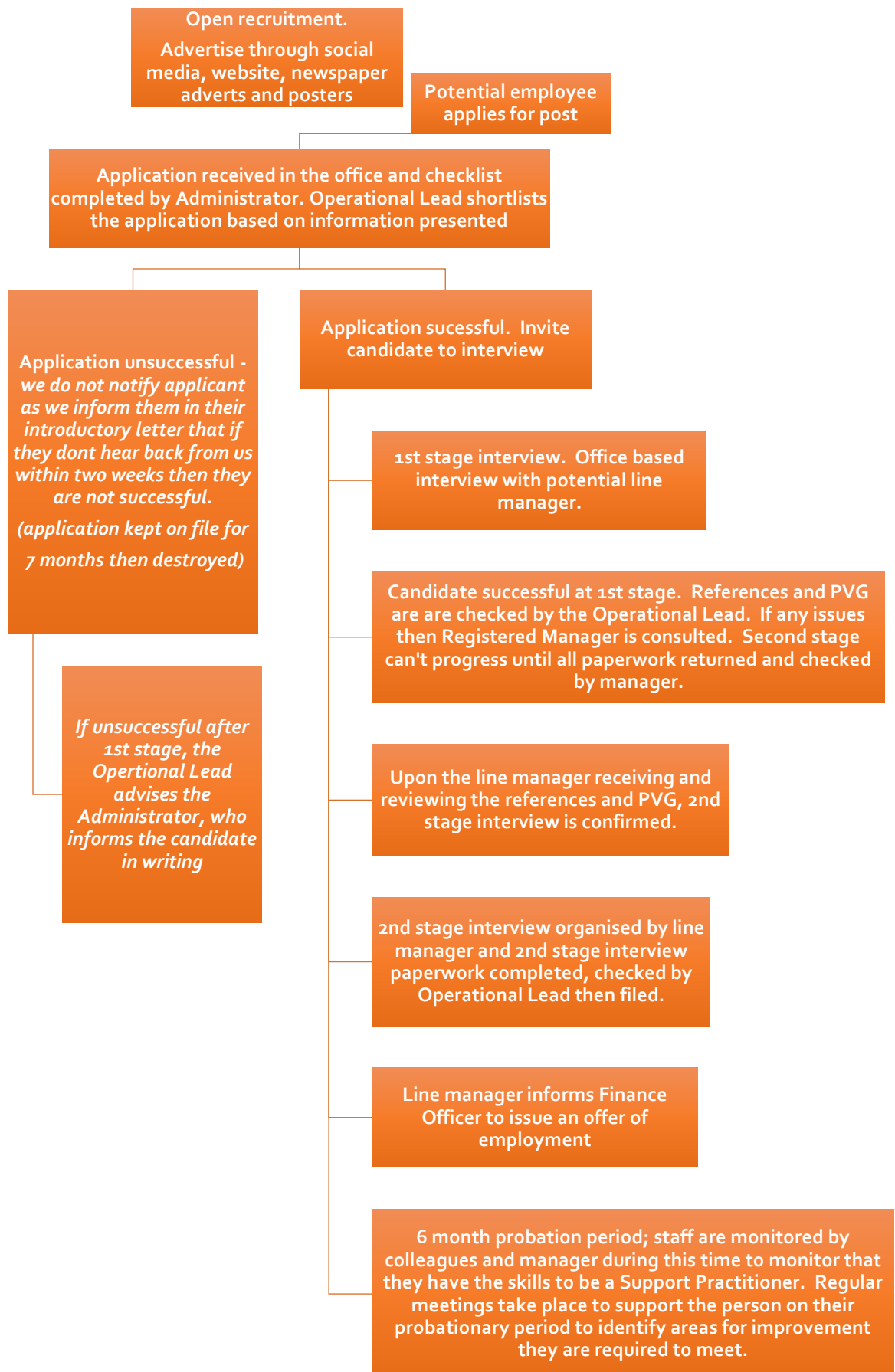
Where moving and handling training is required for the role, it will be a condition of their start date that training must be completed before commencement of these duties.

Data Protection and Equal Opportunities Monitoring

The Business Manager will ensure that all relevant paperwork for successful and unsuccessful candidates is stored in line with the General Data Protection Regulations (2018).

All candidates will be asked to complete an Equal Opportunities monitoring form. This will be separated from the application form and not forwarded to the selection panel. The information will be used for statistical and monitoring purposes. ELCAP is registered with the Registrar for Data Protection.

Appendix 1



APPLICATION CHECKLIST

to be completed prior to the candidate being invited for interview

The Administrator will highlight any missing information, to be checked with candidate at their first stage interview.

Name:	Okay	Comment
Telephone No:		
Current/Most Recent Employment:		
Last School Date:		
Previous Experiences – are there GAPS?		
Disability:		
Reference 1 - <i>Current Employer:</i>		
Reference 2:		
SSSC (or other professional body). Record online has been checked and any warnings etc. flagged up to discuss at interview. Line manager to also refer to Registered Manager/Chief Executive for approval to proceed with recruitment process.		
How did they hear about this vacancy?		
ID Number		