

Best Practice Guidance

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1) Introduction

First Person Project employs staff to work with vulnerable people and therefore has a duty of care to ensure that they provide high-quality care and support to those who are most in need. This recruitment best practice guidance outlines the procedures that the workplace follows to ensure that the recruitment process is conducted in a fair, transparent, and non-discriminatory manner while maintaining the safety of vulnerable people. This document applies to all staff involved in the recruitment process, including the recruiting manager, human resources personnel, and other members of the recruitment panel.

2) Eligibility Criteria

All applicants must meet the eligibility criteria for the job role as outlined in the job description. This includes relevant qualifications, experience, and any necessary certifications. The job description should clearly state the requirements of the role and the skills, experience, and qualifications required to perform the job effectively. The eligibility criteria should be fair, non-discriminatory, and relevant to the job. Applicants must also provide satisfactory references, undergo an enhanced Disclosure and Barring Service (DBS) check, and complete any additional checks required by law or the employer.

3) Job Advertisement

All job advertisements will be clear, concise, and accurately reflect the job role and the required skills and qualifications. Advertisements will also include information on First Person Project's commitment towards safeguarding vulnerable people and the steps taken within the recruitment process to ensure the safety of vulnerable people. The advertisement will be published in a range of formats and media to ensure that it is accessible to a diverse range of candidates. First Person Project will also consider using positive action to encourage candidates from underrepresented groups to apply.

4) Application Process

All applications must be made through the First Person Project's designated application process. The process should be accessible, easy to understand, and should include instructions for completing the application form, submitting supporting documents, and answering any additional questions. First Person Project will ensure that the application process is accessible to all candidates, including those with disabilities or who require reasonable adjustments to participate in the process. Applicants should also be informed of the next steps in the recruitment process and the expected timeframes.

5) Shortlisting

All applications will be reviewed against the job description, eligibility criteria, and other relevant requirements. Shortlisting will be conducted in a fair and non-discriminatory manner, based solely on the applicant's qualifications and experience. The shortlisting panel should be trained on unconscious bias and equal opportunities to ensure that they make objective and fair decisions.

6) Interviewing

All interviews should be conducted in a structured manner, with a set of pre-determined questions that relate to the job role and the required skills and experience. The questions should be fair, non-discriminatory, and relevant to the job. During the interview, the panel should assess the candidate's ability to work with vulnerable people, including their communication skills, empathy, and problem-solving abilities. The panel should also be trained on safeguarding vulnerable people and should be familiar with First Person Project's policies and procedures.

7) Reference and Background Checks

All successful applicants will be required to provide satisfactory references from their previous employer. In addition, all applicants must undergo an enhanced DBS check and any other relevant checks required by law or the employer. First Person Project will also conduct a thorough review of the candidate's work history, education, and any other relevant information.

Any negative disclosures will be assessed on a case-by-case basis, taking into account the nature and circumstances of the disclosure.

8) Decision Making

The recruitment panel should make their decision based solely on the applicant's qualifications, experience, and the results of the background checks. The decision should be made in a fair and non-discriminatory manner, and the panel should be able to provide feedback and reasoning to unsuccessful applicants.

9) Induction and Training

All successful applicants will undergo an induction process, which will include training on safeguarding vulnerable people, relevant policies and procedures, and any other training necessary for the job role.

10) Monitoring and Review

This best practice document will be monitored and reviewed regularly to ensure that it is fair, non-discriminatory and effective in safeguarding vulnerable people. Any changes to the process will be made in consultation with relevant stakeholders and communicated to all staff involved in the recruitment process.