

**DRAFT VERSION 4**

**Wiltshire Council Human Resources**

**Recruitment Policy and Procedure**

This policy can be made available in other languages and formats such as large print and audio on [request](#).

**What is it?**

This policy sets out the council's procedure for the recruitment of permanent, and temporary fixed-term candidates into new roles.

This policy and procedure should be read in conjunction with the [appointments policy and procedure](#) and the [agency, interim and consultancy procurement policy](#).

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There is also a [toolkit of documents](#) including letter templates and guidance notes to use when following this policy.

### **Who does it apply to?**

This policy applies to all staff with the exception of teaching and non-teaching staff employed in locally managed schools.

In matters which involve chief officers and deputy chief officers (corporate directors and service directors) this policy must be read in conjunction with their JNC terms and conditions of employment and [Wiltshire Council's constitution](#).

In the case of the recruitment of temporary staff, consultants or interims, managers should also refer to the [agency, interim and consultancy procurement policy](#).

### **When does it apply?**

This policy sets out the council's procedure for the recruitment of permanent, and temporary fixed-term employees.

### **When does it not apply?**

This policy does not apply when a post is re-graded as a result of a job evaluation exercise.

### **What are the main points?**

## **The recruitment process**

1. Recruiting managers should follow the following step by step process below when recruiting a new member of staff also referring to the [recruitment flowchart](#).
2. Recruiting managers should have attended [recruitment and selection training](#) as well as [equality and diversity training](#).

### Step 1 – create the new position

3. All roles/vacancies need to be evaluated in order to determine the grade of the role. Roles are evaluated and graded by a panel of trained evaluators. Refer to the [job evaluation policy](#).
4. The recruiting manager must identify via the job evaluation questionnaire whether the role is politically restricted. Refer to the policy on [politically restricted posts](#) and the [guidance for managers on completing the job description](#).
5. The recruiting manager should ensure that the new position is created in SAP by completing the [SAP position creation form](#).
6. If the role is already on SAP and is to be amended before being advertised, the recruiting manager will need to update any amendments in SAP for the role by completing the [SAP Configuration Request Form](#).

### Step 2 – complete the approval to recruit form

7. Once the job has been evaluated, the recruiting manager should complete the [approval to recruit form](#) which must be authorised before the role can be advertised.
8. The recruiting manager should decide whether the role is to be recruited on a temporary fixed-term or permanent basis as well as deciding on a closing date for the job advert. Candidates may not be interviewed before the end of the closing date.
9. If approval is not given, the form should still be sent to the [recruitment team](#) to confirm that recruitment of the role will not proceed.
10. For some roles a criminal records bureau check will be required. The recruiting manager will confirm whether a check is required on the approval to recruit form as this information will need to be included in the job advertisement and a CRB check carried out with the preferred candidate. Refer to the policy on [criminal record disclosures](#).

### Step 3 – review candidates in redeployment pool

11. The recruiting manager should forward the advert request form to the recruitment team.
12. The recruitment team will review employees currently in the redeployment pool to assess whether there is a match with the new role.
13. If a match is found, the recruitment team will liaise with the recruiting manager in order to arrange an interview. The redeployed member of staff will have preferential treatment and the recruitment process is suspended pending the outcome of any redeployment interviews.
14. If there is a suitable match between the candidate and the role, an offer of alternative employment will be made. The recruitment team will raise the offer letter.

### Step 4 – advertise the role

15. If no match for the role is found against candidates in the redeployment pool, the role will be advertised.
16. The role will be advertised internally via the e-recruitment system. The role will be advertised externally if it is a customer facing role and so as to give as wide a range of candidates as possible the opportunity to apply.
17. All senior management and chief officer vacancies will be advertised nationally.
18. The role will be advertised via the [Wiltshire Council jobs website](#) and through targeted channels if any 'positive action' is to be undertaken to target under-represented groups. Refer to [equality of opportunity](#).
19. A temporary acting up position is one where employees may be asked to temporarily cover for a manager or for a more senior position on a temporary basis whilst the usual job holder is away or unavailable to work. If the acting up position is to continue for three months or more, the role must be advertised internally in the normal way. Refer to the [acting up policy](#).
20. All posts which may constitute a promotion opportunity will be advertised internally in order to give all candidates the opportunity to apply and be considered for the role.

21. All temporary secondments opportunities must be advertised internally in order to give equality of opportunity to all candidates to apply – refer to the [secondment policy](#).

#### Step 5 – update the e-recruitment system

22. The recruitment team will provide the recruiting manager with access to the council's e-recruitment system which is used to manage candidates and the recruitment process.
23. The recruiting manager will update the e-recruitment system as recruitment for the role progresses.
24. Managers should refer to [guidance for managers to managing appointments through e-recruitment](#).

#### Step 6 – receive applications

25. Candidates can apply for roles using the council's application form, online via the council website, or by requesting a paper copy to complete and return.
26. The council does not accept speculative applications for roles which are not associated with a specific vacancy. Candidates who would like to submit an ad hoc application will be directed to the Wiltshire Council website and asked to register an interest there first.
27. Individual letters of application or curriculum vitae are not accepted without a completed application form.
28. Candidates may contact the recruitment team if they require help completing the form or require the form in a different format or in a different language.
29. Applications are received by the recruitment team who update the e-recruitment system. The recruiting manager reviews these applications in the e-recruitment system taking into account the [Double Tick Scheme](#) and shortlists applicants for interview. The manager contacts candidates and arranges a suitable date and time for interview. Normally managers should shortlist no more than 6 candidates however for recruitment exercise where managers are looking for more than one candidate, it would be normal to shortlist more than 6 candidates.
30. For roles working with children and vulnerable adults only, the recruitment team will take up references for candidates who are to be interviewed, before the interview. These references will be ready for

when the interview takes place. References for all other roles will be taken up after an offer of employment has been made.

31. The outcome of references will be shared with the recruiting manager by the recruitment team. The manager will also be informed of any health requirements which may need reasonable adjustments to be made before the candidate starts work.

#### Step 7 – the selection process

32. The recruiting manager plans the interview and selection process including agreeing a short-listing panel who will be responsible for shortlisting candidates and for making a decision as to the candidate who is to be offered the role. The panel must be made up of at least one manager who has attended [recruitment training](#) and [equality and diversity training](#). For roles working with children and vulnerable adults, at least one member of the panel must be trained to the most recent [safer recruitment](#) standards.
33. The recruiting manager will arrange interviews. Refer to the [managers guide to recruitment](#) and the [managers guide to equal opportunities in recruitment](#). Managers may wish to send a copy of this document to candidates - [guidance for candidates to the recruitment process](#).
34. Recruiting managers should take into account the [Double Tick scheme](#) when shortlisting candidates. Refer to [equality and diversity](#).
35. The recruiting manager agrees a set of structured interview questions before the interview takes place based on the requirements of the job description and person specification.
36. The recruiting manager must make reasonable adjustments in order for candidates to attend for interview or take part in the selection process. Candidates should make the manager aware of any specific needs they may have. Refer to [reasonable adjustments](#).
37. The recruiting manager should fairly consider any requests for flexible working and any such requests should not be unreasonably refused.

#### Step 8 - shortlist for interview

38. The role of the short listing panel meet to review and assess candidates against the same criteria, completing the [short listing matrix](#) in order to record the recruitment decisions made about candidates.
39. If candidates have applied for a role and are not to be interviewed, the recruiting manager should update the e-recruitment system which will in turn generate a letter to the candidate notifying them of this.

#### Step 9 – the interview

40. The recruiting manager is responsible for managing the interview and selection process including arranging interview times, taking into account reasonable adjustments, arranging interview rooms and the interview panel. Refer to [guidance for managers to recruitment](#).
41. The recruiting manager will ensure all answers are noted to all interview questions using the [interview assessment form](#).
42. The recruiting manager should obtain evidence of proof of identity of all candidates at the interview. Refer to the [guidance for managers to recruitment](#) and [guidance for managers to safer recruitment](#).
43. If a CRB check is required, the recruiting manager will complete the [CRB clearance information form](#) at the interview and will forward this to the recruitment team. The recruiting manager will confidentially destroy i.e. shred, CRB forms which are no longer needed.
44. The recruiting manager must fully complete all interview paperwork and send originals of all notes and paperwork arising from the interview to the recruitment team. Notes should be complete, eligible and signed and dated. These notes may be referred to for the purposes of any subsequent tribunal hearing, or requests pursuant to the Data Protection Act or Freedom of Information Act. The recruiting manager should also ensure s/he collects all such paperwork from any other interviewers. Any unwanted paperwork must be shredded.
45. A record of interviews held, the list of candidates who attended as well as a list of those making up the interviewing panel will be retained for a period of 6 months.
46. All personal information obtained during the recruitment process must be regarded as confidential and will be retained for 6 months.

#### Step 10 – review of all candidates

47. The interview panel will meet after the interviews have taken place and will review all candidates. The [interview assessment form](#) will be completed and a copy forwarded to the recruitment team.
48. If no candidate adequately meets the requirements of the role, the role may be advertised once more.
49. The recruiting manager should give feedback within 48 hours of the interview to all unsuccessful candidates to whom s/he will definitely not



be making an offer and will liaise with the recruitment team in order to make an offer to the preferred candidate.

50. It is the recruiting manager's responsibility to ensure that unsuccessful candidates are informed that their application will not be progressed, in an appropriate and professional way.

### **Recruitment of employees previously made redundant**

#### Voluntary redundancy

51. If you were dismissed on redundancy grounds, and received a voluntary (enhanced) redundancy payment, you may be considered for re-employment to posts within Wiltshire Council after the minimum statutory period of four weeks has elapsed subject to the following conditions:

- The post did not exist or was not foreseeable at the time of the dismissal.
- The vacancy has been advertised in accordance with Wiltshire Council policy and procedures.
- The appointment was made on the basis of the best person for the job with regard to the usual selection procedures.
- The appointment has corporate director approval.

These conditions will apply for 12 months from the date of your dismissal, after which you may be considered for re-employment to any post within Wiltshire Council.

#### Compulsory redundancy

52. If you were dismissed on compulsory redundancy grounds these conditions will not apply and you may be considered for re-employment to any post within Wiltshire Council after the minimum statutory period of four weeks has elapsed.

#### Step 11 – offer to preferred candidate

53. The recruiting manager will complete the [preferred candidate form](#) and send this to the recruitment team.
54. The recruiting manager will verbally agree the terms of the job offer with the recruitment team before contacting the preferred candidate to make a verbal offer. Refer to the [policy on starting salaries and incremental progression](#).



55. The recruiting manager will be required to complete the first 3 sections of the pre-employment health questionnaire which will be sent to them by the Recruitment Team. This must be completed before the preferred candidate letter can be issued.
56. Once verbal acceptance of the role is received, the recruitment team will send a preferred candidate letter to the candidate, along with a pre-employment health questionnaire. This is a conditional offer which is dependent on the outcome of references being taken up and certain checks being carried out.

#### Step 12 – CRB check and references

57. The recruitment team obtain all references and complete a Criminal Records Bureau (CRB) disclosures check, if one is required for the role. The recruitment team will notify the recruiting manager of the outcome. Refer to the [policy on criminal record disclosures](#).
58. No candidate may start employment until suitable references, the pre-employment health questionnaire and a CRB check, if required, have been satisfactorily completed and confirmed as acceptable to the manager.
59. The recruitment team will notify the manager of the outcome of the health questionnaire in order that, should the preferred candidate have identified they have specific health requirements, that reasonable adjustments can be put in place before the candidate starts work. The recruiting manager should seek advice from an HR advisor.
60. If the candidate is not an EU citizen they will be required to bring in an original valid work permit and may not start work until this has been done. A candidate may also need a blue card.
61. Young persons between the ages of 16 and 18 need parental permission in order to undertake work for the council. Refer to the policy on the [employment of children](#).
62. Candidates must have a legal right to work in the UK and checks must be carried out to ascertain this before they are employed. The recruiting manager should check with the recruitment team what checks are required.

#### Interview expenses

63. Managers must agree costs with candidates in advance, before the interview takes place. Reimbursement will only be made against valid receipts.

64. For candidates travelling from abroad, expenses will only be paid from the port of entry.
65. Candidates can make a claim for expenses associated with an interview and will be required to complete an [interview expenses form](#).
66. If attending a job interview, candidates may claim expenses based on either the second class standard railway fare or the bus fare incurred.
67. Where candidates travel by car, the standard fare rate for the journey by bus will be paid.
68. Subsistence expenses are paid upon submission of receipts and are subject to maximum allowances. Claims can be made for breakfast, tea and/or dinner. A lunch allowance will not be paid. For details of these allowances please refer to [accommodation and meal allowances](#).

#### Step 13 – issuing the contract of employment

69. Once references, the CRB disclosures check and the pre-employment health questionnaire have been completed and are satisfactory, the manager agrees a provisional start date with the candidate.
70. The recruitment team sends the contract of employment to the candidate.
71. The signed contract of employment must be returned to the recruitment team before the candidate can start employment.

#### Moving home allowance

72. Successful candidates may be eligible to receive a moving home allowance. Refer to the [moving home allowance policy](#).

#### Step 14 - payroll and SAP records created

73. The recruitment team update the e-recruitment system with details of the candidate once the contract is received and a new payroll record is then created in SAP.
74. The recruitment team inform the recruiting manager of the new employee's payroll number.

#### Step 15 - induction

75. The recruiting manager arranges the new employee's induction programme – refer to [induction](#).

## Probationary reviews

76. The manager arranges probationary review meetings with the new employee and carries out all probationary review assessments. Refer to the [probationary periods policy](#).

## Additional information

77. Below are important legal and administrative considerations which must be read carefully when recruiting.

## Safeguarding

### Safeguarding of children and vulnerable adults

78. The council takes seriously its responsibilities under the [safeguarding vulnerable groups act 2006](#). The recruiting manager is responsible for ensuring that safe recruitment practices are followed when recruiting into roles dealing with children and vulnerable adults.

79. The recruiting manager should refer to the following policies/guide:

- [employment of children and young persons](#)
- [criminal record disclosures \(CRBs\)](#)
- [guidance for managers on safer recruitment](#)

### Employment of ex-offenders

80. Under the rehabilitation of offenders act 1974 certain offences are regarded as 'spent' after a certain period of time. This period of time is dependent on the seriousness of the offence and the nature or severity of the punishment. Some offences are never spent however and must be declared early on in the recruitment process.
81. The recruiting manager will not take such spent offences into account when making recruiting and selection decisions, except in the case of offences which are never spent, particularly when considering safeguarding issues for roles working with children and vulnerable adults.
82. Refer to the policy on the [employment of ex-offenders](#).

### Employment of children

83. Children between the ages of 13 and 16 who are employed by the council have a limit set on the number of hours they may work per week and in addition may only undertake 'light work'. Refer to – [policy on the employment of children](#).

## **Equality of opportunity and diversity**

84. Refer to [guidance for managers on equal opportunities in recruitment](#) for further equality and diversity issues and considerations.

### Guaranteed job interview scheme

85. The council is committed to the [Double Tick Disability Symbol](#). Part of this commitment is to guarantee an interview to disabled applicants who meet the essential criteria on the person specification for a job vacancy and who declare their disability on the application form.

### Positive action

86. The council is committed to building a workforce which broadly reflects the diversity of our community and may therefore take positive action where appropriate to encourage applications from under-represented groups. The recruiting manager should seek advice from an HR advisor. Refer to [guidance for managers on equal opportunities in recruitment](#).
87. The Equality Act 2010 introduces the ability to employ an applicant with a protected characteristic if there are candidates of 'equal merit'. Managers should contact an [HR advisor](#) or the [Equality and Diversity Partner](#) to discuss in more detail.

### Reasonable adjustments

88. Candidates will be given at least one week's notice to attend for interview. If reasonable adjustments are required to enable the candidate to attend for interview, the recruitment manager will arrange a suitable time, allowing enough time for any [reasonable adjustments](#) to be put in place. Reasonable adjustments should be agreed with the candidate.
89. The recruiting manager will ensure any reasonable adjustments which are required for the successful candidate to carry out their job are put in place before the new employee starts work. Reasonable adjustments should always be put in place in consultation with the new employee.

## **Roles and responsibilities**

### Human resources

90. To provide appropriate recruitment and selection training for managers.

91. To provide appropriate equality and diversity training in recruitment issues training for managers.

The recruitment team

92. To assist council managers with the recruitment of new and replacement staff.
93. To be the first point of contact for external candidates and members of the public interested in possible careers with the Council.
94. To place all internal and external job adverts.
95. To manage the careers website.
96. To initiate all new starter actions after carrying out the pre-employment checks including any Criminal Record Bureau (CRB) clearance.
97. In liaison with occupational health and the manager, to ensure the completion and return of the pre-employment health questionnaire. To notify the manager of the outcome of the questionnaire once completed by the candidate in order that the manager may consider [reasonable adjustments](#).
98. To liaise with the advertising agency to agree advertisement production and booking.
99. To approve adverts orders and final adverts proofs ensuring that they are non-discriminatory in content, are in plain English with telephone and text numbers.
100. To issue written conditional job offers to candidates.
101. To maintain relevant data on the online e-recruitment system.
102. To issue contracts of employment.
103. To respond to recruitment queries from prospective candidates.
104. To set up electronic personal files.
105. To set up new starter information in the payroll system.
106. To ensure a copy of all relevant documentation is held on the file including a full signed copy of the contract, the interview notes, the relevant job description and JEQ.

### Line manager responsibilities

107. To read and understand this policy and to ask questions of the recruitment team where there is doubt particularly in relation to equality and diversity issues.
108. To decide whether the role is politically restricted and to ensure this fact is communicated to all candidates via the job description, job advert and in discussions with them.
109. To take responsibility for safer recruitment issues and ensure such processes are built into the recruitment campaign.
110. To make sure there is a job description in place for the role.
111. To ensure the new position is set up in SAP.
112. To obtain the correct approval to recruit.
113. To liaise with the recruitment team in order to agree a recruitment plan.
114. To short list applications, being aware of the guaranteed interview scheme.
115. To arrange interviews with short-listed candidates.
116. To ensure that should a candidate have a specific need in order to enable them to attend for interview, that adequate measures are put in place to enable this to happen.
117. To keep notes of the interview (including the scores or ranking).
118. To update the electronic e-recruitment database with the status of applicants.
119. To make the initial verbal offer, in consultation with the recruitment team.
120. To advise the recruitment team of selection outcomes and agree the terms and conditions for the appointment with the recruitment team.
121. To agree the start date and to notify the recruitment team.
122. To organise induction and training.
123. To abide by the council's legal and regulatory obligations when recruiting.

124. To manage resources in such a way as to maintain an effective and efficient workforce, taking into account current and future manpower needs, forecasts and the efficient delivery of services to client groups.
125. To respond to any recommendations arising out of either the written references or from the pre-employment questionnaire. To liaise with occupational health to put in place reasonable adjustments, depending on the candidate declaring on the application form that they have a disability, religious or cultural needs, are pregnant or have been pregnant or have carer responsibilities.

#### Occupational health responsibilities

126. To provide input to managers should it be requested when writing the new job description, regarding specific health requirements for the role.
127. To carry out pre-employment health checks with the preferred candidate.
128. To support the recruiting manager in health-related questions for the preferred candidate.
129. To provide support to managers regarding making reasonable adjustments for candidates to attend for interview or when the new employee starts work.

#### Frequently asked questions

130. **I have identified an employee I wish to offer a role in my department to, can I appoint them?**

All new roles must be advertised first before the best candidate for the role is identified. All potential candidates must be given an equal chance of applying for a role and of being assessed against the same criteria before the best person for the role is selected.

131. **I want to fill a new role in my department, who do I contact?**

You should contact the [recruitment team](#) within HR.

132. **I wish to interview a candidate who is disabled. Do I have to make any special arrangements?**

You should contact an HR advisor who will be able to provide advice as well as seek advice and support from the equalities and diversity partner. If a candidate has indicated on the job application form that they have a disability and if they meet the essential requirements of the role as per the job description and person specification, they must



automatically be offered an interview. Any reasonable adjustments to allow this must also be offered.

**133. I have found a candidate in the redeployment pool I wish to recruit, what should I do?**

You should contact the recruitment team as they are responsible for matching candidates in the redeployment pool to posts as well as issuing offer letters of employment.

**134. I wish to recruit an employee for three months only. What should I do?**

You should contact the recruitment team in order to assess the best way of recruiting a temporary employee. You should refer to the [agency, interim and consultancy procurement policy](#) which deals with the recruitment of temporary staff.

**135. I need help with a job advertisement. Who should I contact?**

You should contact the recruitment team who will be able to advise you and will be able to liaise with the advertising agency in order to help you draft an advert.

**136. I need help drafting a job description.**

Further guidance is contained within the [guidance for managers to recruitment](#). If you need further help you should contact an HR advisor.

**137. Can I attend recruitment training for managers?**

Recruitment training is available for managers and is advertised on The Wire. You should apply to attend in the usual way via SAP.

**138. I need to understand more about making reasonable adjustments at work for a new candidate I have offered to who is disabled. What should I do?**

You should contact an HR advisor who will be able to provide advice as well as seek advice and support from other relevant professionals such as the equalities and diversity partner and occupational health.

**139. Can I state on the job advertisement that only able bodied people need to apply for a role I have which involves lifting equipment on a regular basis?**

Unless being able bodied can be objectively justified ie: unless you can show on the job description and person specification that there is a

specific requirement of the role that requires regular lifting, this specification cannot be stated. It may discriminate against disabled candidates who would otherwise apply. See [guidance for managers to equal opportunities in recruitment](#) for further advice.

**140. I have read about Positive Action. What is this?**

The council operates the positive action programme which means that alternative forms of advertising may be considered in order to encourage applications from candidates with protected characteristics. You should contact an HR advisor who will be able to provide advice as well as seek advice and support from the [equalities and diversity partner](#).

**141. The role I am recruiting for is politically restricted. What should I tell candidates?**

If a role is politically restricted, ie: that the job holder may not also undertake Political activity whilst undertaking this role, all candidates should be informed of this fact at the interview stage in order to allow them to decide whether they wish to continue to be considered for the role. For more information refer to the policy on [politically restricted posts](#).

**142. Who is responsible for carrying out pre-employment checks with candidates such as the CRB check?**

The recruitment team will undertake all pre-employment checks. Managers must obtain the relevant documents from candidates at the interview stage in order for a CRB check to be undertaken and to ascertain whether the employee has the legal right to work in the UK. Managers should complete the [CRB clearance form](#) if a CRB is required for the role.

**143. The role I am recruiting for has changed in terms of its job content. What do I need to do?**

It may be necessary to complete a [significant differences form](#). Advice should be sought from the HR Advisor.

**144. I have received the CV of a candidate I wish to interview. Can I accept the CV on its own as an application?**

No, all employees must in addition complete a standard application form. The forms are available in hard copy or by the candidate applying via the [jobs page](#) on the Wiltshire Council website.

**145. I wish to convene a selection panel. Who should be on the selection panel?**

At least one manager must be on the selection panel who has undertaken recruitment training as well as equality and diversity training. For roles involving working with children and vulnerable adults, at least one member of the panel must have undertaken up to date safer recruitment training. The selection panel should be made up of those who will be best placed to understand the requirements of the role being recruited for and be able to review all candidates' skills, experience and knowledge against the requirements of the role.

**146. I have found a candidate I wish to offer to. Who makes the offer to the candidate?**

You should first agree the terms of the offer with the recruitment team. Then you should make a verbal offer to the candidate, explaining that the offer is subject to satisfactory medical and work/personal references as well as, for some roles, a satisfactory CRB check. This is followed up in writing by the recruitment team.

**147. What expenses can candidates claim as part of the interviewing and selection process?**

Expenses must be agreed in advance. For further information refer to the [candidate expenses policy](#).

**148. Can I offer a moving home allowance to a candidate who lives 200 miles away as they wish to relocate to the area?**

The council operates a [moving home allowances policy](#), however this is subject to budgetary approval.

**149. One of the candidates to whom I did not offer the role has asked for feedback as to why they were not successful. May I tell them the reasons why?**

Yes although the feedback must be specific and clear, giving examples.

**150. Who is responsible for letting candidates know they have not been successful in getting the job?**

It is the recruiting manager's responsibility to give feedback to candidates. It is critical that both internal and external candidates are informed, in a timely fashion, that they have not been offered the role but certainly within 48 hours of interview. It is important that candidates

are communicated with quickly so that they can discount themselves from the process.

**151. I would like to interview a relative for a role for which I am responsible. Is this permitted?**

You may not interview or assist a relative in obtaining employment with the council. Refer to the [code of conduct policy](#).

**152. I suspect a colleague of having taken a bribe in order to help a potential employee find a job with the council.**

Employees are forbidden from accepting bribes or inducements in order to assist someone obtain a job with Wiltshire Council. You should report your suspicions to your manager. Any such action will be treated as gross misconduct under the council's [disciplinary policy](#).

**153. I would like to negotiate a set of terms and conditions of employment for a new employee which are different to the council's normal ones. Is this permitted?**

The council's normal terms and conditions of employment will always apply according to the type and grade of post being recruited. These terms and conditions are never individually negotiable by candidates or recruiting managers.

## Definitions

Guaranteed interview scheme

Where an applicant with a disability has indicated on the job application form that they have a disability, they will automatically be guaranteed a job interview if they meet the minimum criteria on the person specification.

Positive action

Action which the council may take in order to encourage job applications and the recruitment of people in minority groups.

Acting up

Where an employee temporarily performs the duties of their manager or a more senior role.

Secondment

A temporary transfer to another role within the council where their normal role remains their substantive role or

the role that they return to when the secondment ends.

Induction	A period of time when a new employee is introduced to their new role via a targeted plan of training and introductions.
Probationary period	A period of normally 26 weeks but in some cases 12 months when a new employee starts, to help them settle into the role and at the end of which their role, if successfully completed, is confirmed as permanent.
Appointment	When an employee is confirmed in a role.
Politically restricted post	A role whereby the job holder may not undertake Political activities such as standing for election to become an MP or to canvass on behalf of others. See the <a href="#">policy on politically restricted posts</a> for further information.
JEQ	The Job Evaluation Questionnaire is the council's process for comparing jobs within the council and for evaluating the requirements of those roles.
Criminal record disclosure	Information disclosed by a candidate or by the Criminal Records Bureau about a past criminal conviction.
Criminal records bureau	A government department which works with the police to carry out checks into the background of candidates for new roles where the post holder will be working in a position of trust.
Independent Safeguarding Authority	(ISA) A government agency which maintains a list of people barred from working in certain posts.

Selection panel

A pre-arranged group of staff who are brought together to decide on the best candidate for the role.

Interview assessment

A process to compare a candidate's experience, abilities and education against a pre-defined set of criteria for a post.

### **Equality Impact Assessment**

This policy has been equality impact assessed ([link to EIA for policy](#)) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Managers will make any necessary adjustments to ensure that all employees are treated fairly. For further information see the [guidance for managers on equal opportunities in recruitment](#).

### **Legislation**

This policy has been reviewed by an internal legal organisation to ensure compliance with (the above legislation and) our statutory duties.

This policy is compliant with the following acts of parliament:

- [the equality act 2010](#)
- [safeguarding vulnerable groups act 2006](#)

### **For further advice**

For further information please speak to the recruiting manager, corporate director or contact a member of an [HR Advisor](#).

Policies

- [appointments](#)
- [agency, interim and consultancy procurement](#)
- [job evaluation](#)
- [politically restricted posts](#)
- [recruitment of ex-offenders](#)
- [criminal record disclosures](#)
- [secondments](#)
- [acting up](#)
- [accommodation and meal allowances](#)
- [moving home allowance](#)
- [starting salaries and incremental progression](#)

- [probationary reviews](#)
- [code of conduct](#)
- [disciplinary](#)
- [candidate expenses](#)
- [employment of children](#)

## Toolkit

### Guidelines

- [guidance for managers to managing appointments through e-recruitment](#)
- [guidance for managers to recruitment](#)
- [guidance for managers to safer recruitment](#)
- [guidance for managers - reasonable adjustments](#)
- [guidance for managers - equal opportunities in recruitment](#)
- [guidance for managers – completing the job description](#)
- [guidance for managers – induction](#)
- [recruitment flowchart](#)
- [induction](#)
- [guidance for candidates to the recruitment process](#)

### Forms

- [form - SAP configuration request](#)
- [form - approval to recruit](#)
- [form - significant differences](#)
- [template - short listing matrix](#)
- [form - interview assessment](#)
- [form - preferred candidate](#)
- [form - CRB clearance information](#)
- [form - new starter](#)
- [form - interview expenses](#)

### Other

- [EIA – recruitment policy](#)
- [Wiltshire Council's constitution](#)
- [flowchart - recruitment](#)
- [wiltshire council jobs website](#)
- [recruitment training](#)
- [safer recruitment](#)

Policy author	HR Policy and Reward Team – MCL
Policy last	DRAFT 4 – Sent to JCC and Staffing Policy



updated/implemented	
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DRAFT