

SELECTION

First read our information sheets on *Employing Workers and Recruitment*

STEP 1 - Plan the INTERVIEW DAY(S).

- ◆ Is the location as accessible as possible? If not, can you arrange to interview disabled candidates elsewhere?
- ◆ What will you do if a candidate is on holiday or off ill? Who will meet and greet the candidates?
- ◆ Will there be any informal discussions before hand and are these part of the decision making process? If not, avoid the panel being involved in the informal session.

Decide on refreshments for candidates and panel. Prepare for any tests e.g. a typing test, and get equipment ready e.g. overhead projector for presentations. Draft interview questions - or these can be decided at the shortlisting meeting. A helpful tip is to type the questions down one side of the page, leaving space for the panel to note the candidates' replies down the other. Asking each candidate the same questions goes towards proving a non-discriminatory procedure but beware of supplementary or follow-up questions. **AVOID ALL QUESTIONS RELATING TO NON-RELEVANT MATTERS** particularly about personal issues e.g. occupation of partner, sexual orientation, marital status, responsibilities for children or other dependants. Only include questions about health and disability if they are directly relevant to job requirements and be prepared to make reasonable adjustments. Only include questions about previous convictions if this is appropriate to the job. Prepare documents for panel - copies of Job Description & Person Specs, copies of application forms if necessary, shortlisting sheets, interview questions and scoring system if used.

STEP 2 - SHORTLISTING & FINAL DECISIONS RE INTERVIEW QUESTIONS. Before starting shortlisting, the Panel should decide the maximum and minimum number of applicants to interview. You may want to allow each candidate between 30 mins to an hour with 15 minutes break between interviews. Allow time for decision making at the end. Each Panel member should look at each application and decide against the criteria on the Person Specification (and no other) who to shortlist for interview. The Panel should then discuss collectively and agree on a final list. Record decisions and reasons. Finalise the interview questions and decide who will ask them. Decide what the candidates will be told about decision making: who, when, how. Decide whether feedback will be given and, if so, who by and how. Write to interviewees giving time, date, venue (enclose maps), available expenses, any tests or presentations required (allow disabled people to ask for reasonable adjustments), length of interview, who will interview, and whether there is more than one interview stage. State whether you want them to confirm attendance and, if so, by what date.

STEP 3 - INTERVIEW AND APPOINTMENT. Each member of the panel must be able to justify his or her individual decisions with evidence gathered from the application form, tests and interview. Record decisions and reasons. Offer the successful candidate the job "subject to references". Inform unsuccessful candidates. Confirm all decisions in writing. Take up references and, when satisfactory reference are received, write a confirmation letter of appointment to the successful candidate with information about starting date and arrangements e.g. time, place, and person to report to. Prepare a written statement of terms and conditions of employment - this **MUST** be given to the appointed person within 8 weeks of them taking up the post. Prepare an induction programme and ensure someone will be there to welcome them to their new job!

Links can provide more information, help and advice. Contact us if you need any further assistance. Links believes that this information is correct at the time of publication, however details may change. Page 1/1
You are advised to contact Links for the up to date position and seek legal advice where appropriate. 20/02/2003



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