

Recruitment Policy

Introduction

Elizabeth Finn Homes aims to recruit and select employees aligned to our values and ethos. All recruitment will be undertaken in accordance with employment law, best practice and our business needs. A fair and robust recruitment process will be followed for all roles across the organisation and our hiring decisions will be based only on objective and job-related factors.

This policy and procedure must be used consistently and fairly, ensuring that no employee will be disadvantaged by conditions or requirements which cannot be shown to be justified, particularly those on the grounds of ethnic origin or nationality, gender, gender reassignment, disability, marital status, age, sexual orientation, political or religious beliefs.

Purpose

This policy should, where appropriate, be read along with Elizabeth Finn Homes policies on Equality and Diversity, Recruitment of People with Disabilities and Recruitment of Ex-Offenders.

The policy aims to ensure that all candidates of Elizabeth Finn are dealt with consistently and fairly during an application process, recruitment should be carried out in a timely, cost effective and transparent manner at all times.

Scope

This policy and procedure will apply to all colleagues employed by Elizabeth Finn Homes on a permanent contract of employment, either full or part time including those on fixed term contracts and it also applies to bank staff. It does not currently apply to contractors or agency staff.

The HR Function is responsible for reviewing all guidance, regulatory and legislation changes and updating policies, procedures, and training as appropriate.

The Registered Manager for EFH is responsible for the implementation of the policy and its principles and ensuring there is evidence to support the procedures in place.

Vacancies

Where a vacancy becomes available, the responsible manager should assess the vacancy against business criteria and staffing deployment ladder to ensure it remains relevant to the needs of the service. A request for hire form should be completed and submitted for approval prior to advertising. Once a confirmation email has been received the role can be uploaded to the relevant websites for advertisement.

Advertising

In line with Elizabeth Finn Homes policy on equality and diversity all role vacancies will be advertised internally and externally. All vacancies are to be placed on Elizabeth Finn Homes website allowing all employee's the opportunity to apply. This process will take place upon approval of the request for hire form by a member of the HR team. Further advertising support can be provided from the marketing team too post

on social media platforms where required. Full details are included in Elizabeth Finn Homes Recruitment guidance document and we must ensure all times we are compliant with the Equality Act 2010. Should an employee wish to be considered for a vacancy, they should seek endorsement from their Head of Department before applying.

Selection for Manager roles

The recruitment and selection process must be operated according to objective, job related criteria, and decisions should be based on skill, knowledge and aptitude of the applicants. It is best practice that all managerial appointments will be subject to a 2-stage interview process using Elizabeth Finn Homes interview documents. The stages and processes are outlined within appendix 1. The interview process for all roles must include a face to face meeting and not be by telephone although there may be situations where if agreed virtual calls are used.

The Interview Process for non-managerial posts

Wherever possible, interviews will be conducted by two people from the same professional background as the candidate in a one stage interview process. For example, when a nurse is being interviewed a senior nurse must be on the panel. Please refer to Appendix 1. The interview process must include a face to face meeting using Elizabeth Finn Homes interview document. Full details of the process to be followed are outlined in the Recruitment guidance document.

It is Elizabeth Finn Homes policy that all applicants should complete an appropriate application form at the relevant stage. The application form should detail their full employment history with satisfactory written explanation of any gaps in employment. This may include a CV, where requested

Making a decision

The information obtained in the application and the structured interview will allow candidates to be assessed against the Job Description and role profile. Decisions must be made on objective factors. The interviewer should ensure a written note of the reasons for selecting the successful candidate and rejecting others.

Where possible, we will communicate our decision to all candidates within 5 working days. In cases where the interview process is drawn out over a longer period, candidates should be advised of the timeframe at the time of interview with an expectation set on when a decision will be made. Further feedback can be made available on request. The registered Manager should check Nurses PIN numbers prior to a job offer being made.

Disposal of recruitment materials

For unsuccessful candidates, all recruitment materials and notes, irrespective of their content or intent, must be kept on file for 6 months. All documentation and other data must be kept securely. After 6 months the materials should be disposed of by secure means of confidential waste.

Making an offer of employment

It is our policy that all offers of employment will be made in writing outlining the following:

- Details of the terms and conditions
- Any conditions to which the offer is subject,
- The time scale to notify of acceptance or rejection of the offer

Pre-Employment Checks

It is the responsibility of the Business Support Administrator to obtain all pre-employment checks and the General Manager is accountable for ensuring these checks have been completed, before the new employee starts work. For more information follow the pre-employment personnel checklist.

Qualifications

Key qualifications relevant to the position applied for must be verified and recorded. Original certificates should be requested, copied and retained on the employee's personal file.

Registration with Regulatory Bodies

Elizabeth Finn Homes will request the relevant regulatory body to specify whether:

- The applicant is appropriately registered
- The registration covers the proposed role; the registration is subject to any current restrictions
- The applicant is the subject of any fitness to practise investigations which the regulatory body has a duty to disclose

Criminal Convictions and Fitness to Practice Declaration

At the application stage of the recruitment process, prior to making any offer of employment, candidates will be required to declare as to whether they:

- Are currently the subject of any police investigation and/or prosecution, in the UK or any other country;
- Have any convictions, cautions, reprimands or warnings which would not be eligible for the Disclosure and Barring Service ("DBS") filtering as listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013
- Are currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health/social care professionals including such a regulatory body in another country;
- Have ever been disqualified from the practice of a profession or required to practice it subject to specified limitations following a fitness to practice investigation by a regulatory body, in the UK or another country. This declaration will be recorded at the application stage.

Please see Elizabeth Finn Homes DBS Policy for more information, which must be adhered to during the recruitment process. It should be noted, that referrals to the NMC identified or disclosed during the interview process should be raised immediately with the line manager and HR.

Prevention of Illegal Working

It is our policy that all employees of Elizabeth Finn Homes must have a legal right to work in the UK as per the Immigration Asylum and Nationality Act 2006.

The Home Administrator is responsible for reviewing and copying candidate's original documentation (if the candidate has a UK passport) demonstrating right to work in the UK. The copy needs to be signed and dated by Administrator and stored on candidate's electronic file once the candidate's pre-employment checks have been completed satisfactorily. For candidates, that do not have a UK passport, the Administrator should obtain a share code from the candidate and complete the online Government check for right to work in the UK and should download a copy of this check and store it on candidate's electronic file once the candidate's pre-employment checks have been completed satisfactorily.

The General Manager is accountable for ensuring the above process has taken place before the successful candidate commences work and has signed and dated the pre-employment checklist.

Human Resources should be contacted in the event there is any doubt about someone's right to work in the UK.

References

Employees are responsible for providing valid contact details for referees. General Managers are responsible for ensuring that references are obtained for employees and casual workers in accordance with this Policy.

General Managers are also responsible for ensuring that references are handled in accordance with GDPR. All offers of employment are subject to the receipt of two satisfactory references. The two references should be from the last employer and another employer and should be on headed company paper or from a company email address.

Where this is not possible a professional character reference may be used. This may not be a family member or friend. If this is the candidate's first role then two professional references may be used i.e. a teacher, doctor or other professional person. If there are any unsatisfactory employee references received and the offer of employment may be retracted, please seek advice from the HR team before any decision is made.

On occasion, it may be necessary to complete a risk assessment if any concerns are identified from the requested references.

Review date	Next Review Date
January 2024	January 2027

Appendix 1: Recruitment interview stages

Management roles:

Position Applied For	Panel	Process
Executive	Chief Executive Directors Human Resources Board Member Resident General Manager	1st Stage – Structured interview involving Director, Chief Executive. In person or virtual 2nd Stage – Structured interview and presentation with Chief Executive, (different) Director and member of the Board. Tour of the home and meeting residents and employees. Informal with additional directors and direct reports.
Senior Management Team	Direct Line Manager Director General Manager A member of SMT Human Resources	1st Stage – Direct Line Manager and Director or SMT member. In person or virtual Structured interview and presentation with a member of the Senior Management team, General Manager and Human Resources. 2nd Stage - Direct Line Manager and Director with Human Resources for a structured interview process and written test. CEO where appropriate. Tour of the Home and meeting the residents and employees. .
General Manager	Direct Line Manager Human Resources Director Quality Compliance Manager OSM/Head of Operations General Manager Resident/s	1st Stage –Structured interview and presentation with Head of Operations / Operational Support manager, Human Resources. Tour of the Home meeting residents and employees. 2nd Stage – Structured interview and tour of the Home meeting residents and employees Clinical Director, Quality and Compliance Manager, Chief Executive. Informal with Residents and families, CCM & BSM.

Clinical Care Managers	Direct Line Manager Human Resources Director Quality Compliance Mgr OSM/Head of Operations General Manager Resident/s	1 st Stage – Tour of the Home meeting residents and employees. Structured interview and presentation with Operational Support Manager, Human Resources and General Manager. 2 nd Stage – Structured interview and presentation Clinical Director / Quality and Compliance Manager and Head of Operations.
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Non-Management roles:

Position Applied For	Panel	Process
Business Support Administrator	General Manager Group Business Manager Senior Business Support Administrator Operations Support Manager Human Resources Residents	1 st Stage – Structured interview involving General Manager, Senior Business Support Administrator. Tour of the home and meeting residents and staff. 2 nd Stage – Structured interview and written assessment with Group Business Manager, Human Resources.
Head of Department	General Manager Business Support Administrator A member of SMT from specific area Clinical Care Manager residents	1 st Stage – Tour of the Home and meeting the residents and team. Structured interview with General Manager and Business Support Administrator. 2 nd Stage (if required) – Structured interview with a member of SMT and Clinical Care Manager.



RN/Unit Manager	Direct Line Manager General Manager Clinical Care Manager Business Support Administrator Operations Support Manager Resident/s	1 st Stage – Tour of the Home meeting residents and team. Structured interview with General Manager and Clinical Care Manager 2 nd Stage (if required)– Structured interview with Operations Support Manager and Business Support Administrator
Care roles, Housekeeping roles, Kitchen roles and Admin support	Direct Line Manager General Manager Clinical Care Manager Head of Department	1 st Stage – Tour of the Home meeting residents and team. Structured interview with General Manager and Head of Department. 2 nd Stage (if required) – Structured interview with Clinical Care Manager and Business Support Administrator.