



WOODCHURCH PARISH COUNCIL

Employing Staff and Interviewing Procedure

Adopted by Woodchurch Parish Council on:	Draft
Review frequency:	Annual
Next review date:	
Councillor(s) responsible	

EMPLOYING STAFF AND INTERVIEWING PROCEDURE

1) RECRUITMENT

a) Questions to be asked and things to consider prior to advertising position:

- Is the role still required?
- Are there any changes to the role?
- Should the hours of working be increased/decreased?
- Should there be a restructure to the team?
- Who will undertake the management of recruitment?
- What are the necessary skills/experience?
- Does an application form need to be produced?
- Does the job description require updating?
- Does the Person Specification require updating?
- Who will sit on the Interviewing Panel?
- Decide on shortlisting criteria
- Agree an approximate start date

b) Advertising:

- Consider what should be considered in the advert
- Where should position be advertised? If in local papers consider additional costs
- Decide on closing date for applicants
- Decide on interview date and location

c) Interviewing:

- Consider what should be placed in the advert
- Draft interviewing questions – these should be based on the Person Specification
- Devise a scoring system for interviews
- Agree interview plan (ie who will ask questions, who will be note taker)
- All on interviewing panel to take notes (only note what is relevant from the interview, do not make additional comments as notes will be made available to candidates if requested)
- Ask all candidates the same key questions but follow up questions can be asked based on what the candidate has said or what is on their CV/application form
- Keep all interview notes and records of scoring in accordance with the Document Retention Policy for unsuccessful candidates

d) Decision Making on Recruitment:

- If, after reviewing the scoring, a decision has not been made invite preferred candidates back in for a second interview
- Final decision must reflect interview scores and selection test results only
- Does the applicant meet the essential requirements in the person specification?
- Be prepared for unsuccessful candidates to ask for feedback
- Files on unsuccessful candidates to be kept for six months – after this time all documentation to be shredded.

2) EMPLOYMENT

Email: clerk@woodchurch-pc.gov.uk

Website: www.woodchurchhub.uk

Parish Council Employing Staff and Interviewing Procedure

- Once final decision is made offer successful candidate the position verbally and then in writing if accepted. Write to all unsuccessful candidates informing them of the decision
- Agree start date
- Obtain consent to write to referees. Once received contact references
- Following receipt of references draft contract and circulate to HR Sub-Committee Members. Once agreed send to prospective employee along with forms for salary payment details, DBS details and next of kin/medical details
- Obtain DBS checks
- Arrange an induction period, either prior to start date or on first day
- Arrange regular supervision meetings to check progress and answer any questions
- Meet at end of probation to discuss role, issues and concerns – decision to be made at this point whether to continue with or cease employment – can be extended if further time needed
- Undertake regular supervision meetings using a pro-forma for consistence
- Arrange appraisals – must link to supervision meetings